Utah State Board of Education – Operations One Team

Enterprise Risk Management

Initiating a unified tone at the top
Implementing agency wide risk assessment
Conducting leadership trainings
Prioritizing analysis of systems
Strengthening internal and external communication
Implementation of Additional Finance and Compliance Personnel

Recruited Grants Management Officer
- Reconciling federal programs
- Conducting compliance risk assessment
- Streamlining grants management system/sub awards

Recruiting Internal Audit Staff
- Conducting audits and reviews
- Evaluating operations, finance, compliance and internal controls
- Assessing governance, risk, and performance

Recruited Managerial Accountants
- Documenting systems
- Reconciling accounts and programs
- Assessing and recommending internal controls
- Implementing secondary reviews

Implementation of Additional Finance and Compliance Personnel

Recruiting Policy Advisor
- Drafting Board rules and policies
- Providing policy support to Board and staff
- Staffing Board standing committees
- Tracking public education related legislation
- Communicating with Legislators and Legislative staff
- Monitoring required reports to the Legislature
- Performing research on education policy issues
- Conducting education policy analysis

Recruiting Contract Attorney with the AG’s Office
- Reviewing contracts between USBE and outside entities
- Assisting in state procurement process
- Advising on compliance with state procurement process
Organizational Structure

- Consolidating accounting and finance staff
- Streamlining and evaluating practices
- Developing and enacting written policies and procedures
- Standardizing accounting practices across all programs
- Defining roles and responsibilities
- Removing efficiency barriers
- Empowering staff innovation

Financial Operations and Controls

- Budgeting to Appropriations-FY2017
- Discussing section budgets, approval by USBE
- Developing spend plans by section directors/ accountability to management
- Retaining carryover funds in legislative line items
- Consulting with State Finance on standardized accounting practices