

MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Scott Jones
Associate Superintendent of Business and Operations

DATE: January 6-7, 2016

ACTION: Finance/Accounting Positions Alignment and Reporting

Background:

There are sections within the Utah State Office of Education that have finance/accounting personnel reporting directly to the section director. These personnel are key to ongoing financial operations and stability. However, in order to promote the interests of an effective internal control environment these positions need to fall under the supervision of the Internal Accounting Director.

Key Points:

- USOE will write an internal control policy that effectively realigns the positions within the sections under the supervision of the Internal Accounting Director.
- The realignment will take place on February 1, 2016.
- Personnel currently assigned will remain in support of their respective sections, but no longer report to the section director as of February 1, 2016.
- Any vacancies of these positions after February 1, 2016 will result in both the Internal Accounting Director and section director collaborating for a replacement including conducting interviews together to provide assessment on the best candidate.
- The Internal Accounting Director is responsible for all the administrative processes for recruitment and hiring the replacement. The Internal Accounting Director is the final decision maker for selection purposes.

Anticipated Action:

Board approval of the realignment of finance/accounting positions from section directors to the Internal Accounting Director effective February 1, 2016.

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