

# Heather Heineken



## Skills

- Business Management
- Leadership
- Problem Solving
- Communication
- Attention to Detail
- Customer Service
- Flexibility

## Professional Affiliations and Volunteer Activities

### Alaska Association of School Business Officials (ALASBO)

~Board of Directors 2018-Present

- 2024 President

~Bylaws Committee – 2020-Present

- Committee Chair – 2021-Present

~Ed Funding Work Group – 2022-Present

~PD Committee – 2023-Present

### Alaska Council of School Administrators (ACSA)

~Board of Directors – 2023-Present

~Joint Position Committee – 2023 & 2024

### Association of School Business Officials International (ASBO)

~Ed Committee - 2018 - Present

- Vice -Chair January - 2024 – Present

### Retirement Community of Fairbanks

~Board of Directors - 2023-Present

- Vice President - May 2024 – Present

## Work History

### Chief Financial Officer July 2020 - Present

YUKON KOYUKUK SCHOOL DISTRICT

Responsible for the integrity of the district's financial statements as well as the district's financial procedures. Supervise and direct the district's finance staff including purchasing and accounts payable, food services and payroll departments. Develop and manage annual budget. Oversee grant budgets and prepare quarterly reports. Create and present financial statements to regularly scheduled school board meetings. Coordinate with auditors during annual financial audit and prepare necessary workpapers. Functions in accordance with district policy, negotiated agreements, federal, state and local guidelines, and generally accepted accounting principles.

### Director of Business Services and Risk Mgmt Liaison Dec 2016 – June 2020

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

Responsible for managing and administering districtwide contractual services. Worked with department heads and school administrators to effectively manage risk including identify, evaluate, mitigate and monitor. Worked closely with community stakeholders to implement ALICE training program and other safety initiatives. Participated and support districtwide health care committee. Work with FNSB to coordinate workers compensation, efforts of the Risk Management Internal Service fund and Risk Management services. Worked with attorneys and claims adjuster in claims decisions. Represent the school district at claims hearings. Prepare district annual budget in accordance with state chart of account, implemented and managed budgeting software.

### Training & Outreach Coordinator/Senior Accountant 2007 & 2011-2016

YUKON ACCOUNTING & CONSULTING

Provided accounting, income tax, business management and consulting services. Created record keeping systems, setup and processed payroll, accounts payable, accounts receivable, audit preparation, workers compensation reporting and quarterly tax reports. Recommended improvements or efficiencies to create a smoother working environment. Completed contracts, bids and rfp's for local, state and federal agencies to secure available funding for clients. Processed quarterly and annual gaming reports and applications. Established HR procedures. Created marketing plans. Work with external auditors to complete independent audits for clients. Client base included diverse industries including contractors, childcare facilities, automotive shop, retail stores and non-profit organizations. Specialized in tribal government, grant management and grant reporting. Ability to adjust and fulfill client's needs.

## Education Certification

### UNIVERSITY OF ALASKA

Bachelors of Business Administration in Accounting, (2012 – Southeast Campus)

Master of Business Administration, (2010 – Southeast Campus)

Bachelors of Business Administration in Business Management, (2004 – Fairbanks Campus)

### ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL

Certified Administrator of School Finance and Operations

### THE NATIONAL ALLIANCE FOR INSURANCE EDUCATION & RESEARCH

Certified School Risk Manager