

J. Daniel Schoenfeld

KEY SKILLS

- ï Superior oral presentation skills
- ï Human Resource Experience
- ï Strong budget, revenue forecasting and accounting skills
- ï Ability to learn quickly
- ï Interpersonal and intercultural communication skills
- ï Effective negotiation and conflict management skills
- ï Ability to effectively work in a deadline driven, results oriented work environment
- ï Effectively works with and in politically sensitive situations and environments

RELEVANT EDUCATION

University of Utah, Salt Lake City,
Utah Degree: Master of Urban Planning
December 2006

University of Utah, Salt Lake City, Utah
Degree: Master of Public Administration
May 2003

University of Utah, Salt Lake City, Utah
Degree: Bachelor of Science, Political
Science
May 2001

RELEVANT EXPERIENCE

Finance & Administrative Service Director
State of Utah
January 2020 – Present

- Oversee the day-to-day operations of the Administrative Service and Finance Director
- Oversee collection of all revenue for the Department.
- Interface with the Legislature and GOMB
- Supervised financial staff
- Oversee all other financial operations of the Department of Insurance

Finance & Administrative Services Director
University of Utah – Institutional
Advancement May 2018-December 2019

- ï Directs and oversee operations and strategic planning of human resources, accounting and financial functions, including general accounting, payroll, cost accounting, budget formulation, and treasury. Supports the University of Utah’s goals and mission. Acts as a catalyst between departments, faculty, physicians and staff to ensure continuity and quality of service.
- ï Directs the development and implementation of financial goals and objectives that are consistent with the University of Utah’s goals and objectives. Directs compilation of data used to prepare budgets, accounts, coordinating appropriations while balancing University fund requirements. Oversees all aspects of staff management including recruitment and retention of assigned staff.
- ï Provides strategic direction by setting short and long-term goals, estimating budgetary requirements for staff, space and equipment planning, and implementing special projects and policies.
- ï Forecasts staffing, capital and operating budget needs in evaluating and reporting on market sensitivity, financial analysis, space utilization review, staff performance evaluation, etc.

Finance & Administrative Services Director
Salt Lake City-Fire and 911 Communications Departments
May 2015-May 2018

- ï Evaluates financial reports, plans, capital expenditures, billing/assessments, revenue management, operating records and financial statements. Directs and/or assists in the preparation of special studies, reports, analyses and recommendations in areas such as budgets, forecasts, financial systems/plans, capital improvement planning, internal controls, legislative requirements, statistical reports and business forecasts for management use.
- ï Participates in special projects and conducts extensive specialized research or studies related to staffing models, building facilities, and performance measures. Interfaces with and advises other department managers on matters pertaining to accounting and budgeting. Provides technical assistance to department administrators as requested.

Finance Manager
Utah State Board of Education
Utah State Charter School Board
January 2014-May 2015

- ï Monitor financial systems and practices to ensure compliance with Utah

State Office of Education (USOE) procedures, regulations, and standards.
Ensure compliance with legislative mandates. Prepare reports and funding analyses

regarding local service delivery costs.

- ï Primary staff support to the State Charter School Finance Authority/State of Utah Treasurer's Office. Direct responsibility for the oversight and management of the state charter school revolving loan fund.
- ï Monitor and evaluate operations, programs, business processes for quality, efficiency, and effectiveness. Responsible for providing program improvement recommendations.
- ï Plan and manage projects. Write and discuss project plans, recommendations, and/or findings. Consult with team leads to share findings. Consult with team leads to share findings and integrate work.
- ï Facilitate/chair work groups, teams and/or meetings. Create a positive environment, evaluate group processes, recommend solutions or alternatives, etc.

Budget and Policy Manager

Salt Lake City School District

May 2012 – December 2013

- ï Develop budget and financial forecasts, provide financial guidance and recommendations to administrative personnel and School Board members
- ï Advocate for budgets, programs and personnel to ensure a quality educational environment
- ï Analyze and research materials and data including best practices, financial information, student information and state/federal mandates to ensure best use of District fiscal resources
- ï Collaborate with others for the purpose of creating district budgets that provide effective use of funds to support district services and schools.
- ï Monitor expenditures against budget and/or a wide variety of account information to ensure the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Policy and Budget Manager

Salt Lake County Sheriff Administration

June 2010-May 2012

- ï Responsible for providing budget analysis, preparation and advice on internal policy implications
- ï Prepared final budget request proposals for submission to County Auditor, Mayor and Council
- ï Participated in budget hearings and provided budget analysis at the request of the Council or Mayor's Office; made presentations to County Council, its committees, and other agencies as required

Legislative Fiscal Analyst

Utah State Legislature, Office of the Fiscal Analyst

September 2006 - June 2010

- ï Primary fiscal analyst assigned to the Commerce and Workforce Services and Retirement and Independent Entities Appropriations Subcommittees
- ï Assisted in revenue estimates for 10 state agencies assigned to the two appropriations subcommittees
- ï Coordinated Federal Funds for the Legislature
- ï Prepared budget analysis and recommendations that included items in the Governor's budget and/or other program areas within the Executive Appropriation Committee's organizational structure
- ï Responded to inquiries and requests made by individual legislators, committees/ subcommittees and the general public
- ï Prepared fiscal analysis of proposed legislation as assigned by the fiscal note manager
- ï Provided in depth financial audits of a variety of state

agencies Senior Performance Auditor

Utah State Legislature, Office of the Legislative Auditor

June 2005-September 2006

- ï Conducted performance audits on state and local entities at the request of the legislature
- ï Researched and gathered data and documents which were pertinent to an audit finding
- ï Developed trusting relationships with auditees to gain access to data and other needed information
- ï Created portions of the final reports in a manner that was objective and clearly explained
- ï Developed and made recommendations based on audit findings and provided subsequent follow-up to ensure compliance on audit recommendations/findings

References

1. Ben Lieshman
2. Andrea Wilko
3. Rollin Cook
4. Brian Dale