

## QUALIFICATIONS

Highly motivated and responsible individual with proven Accounting, Administrative, Supervisory and Organizational skills. Over 25 years of higher education work experience. Focused on high standards and teamwork to obtain optimal results. Thrive on new challenges and am very detail oriented. Excellent verbal and written communication skills. Over 35 year's supervisory /managerial experience at multiple levels within several organizations. Certified Public Accountant- Texas (CPA) and Certified Government Financial Manager (CGFM) designations.

## PROFESSIONAL EXPERIENCE

### *The University of Texas at El Paso*

#### **Vice President for Business Affairs**

*July 2018 to Present*

Reporting to the President and part of executive leadership. Current portfolio of responsibilities consists of the following: Office of Financial Services (student accounting/accounts payable/treasury services/general accounting) and Human Resources/Payroll

### *The University of Texas of the Permian Basin*

#### **Vice President for Business Affairs**

*January 2015 to July 2018*

Reporting to the President and part of executive leadership. Current portfolio of responsibilities consists of the following: Office of Accounting (student accounting/accounts payable/treasury services/general accounting), Institutional Compliance, Information Security, Human Resources/Payroll, Capital Finance, Document retention, Purchasing and Contracting Services, Physical Plant, Inventory, Postal Services, Central Stores, Central receiving and distribution.

### *The University of Arizona*

#### **Associate Vice President/Comptroller**

*July 2012 to January 2015*

Assumed additional areas of responsibility upon the departure of the previous Associate VP for Financial Services. His position was eliminated and I assumed all duties. Operational portfolio consisted of the following: Bursar, Cat Card, Accounts Payable, Payroll, Tax, General Accounting Services (Operating & Non-operating), Treasury Services, F&A Rate Proposal and Rate Studies, Investments and Capital Finance, Customer Service and scanning, Document retention, Purchasing and Contracting Services, Surplus Property, Inventory Control and Reporting, Postal Services, Stores Operations, Central Warehouse receiving and distribution, FSO

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Technology and UAccess Financials Support. University Budget Office added from July 2012 to September 2013 as an additional management responsibility.

**Assistant Vice President/Comptroller**

*January 2012 to June 2012*

Promotion

**Comptroller**

*June 2003 to December 2011*

Direct supervisory responsibilities for *Financial Management Operating & Nonoperating Fund Teams, Treasury, Bursar Accounting, Payroll, Internal Control & Compliance, Tax and Indirect Cost* as my functional areas. Responsibilities include the preparation of the Annual Financial Report (AFR), general accounting services to include cash management, payroll accounting, bursar accounting, compliance reviews and preparation and distribution of payroll. Oversee the preparation, submission and negotiation of the university's Disclosure Statement (DS2) and Facilities and Administrative rate proposal. Work with various other University contacts and departments to develop and implement new University policies and procedures. Responsible for the creation and implementation of a new Internal Control position and development of a University wide Compliance program. Previously responsible for the *Investment Office* which oversaw the investment of Endowments, Operating Funds and Debt issuance proceeds. Served on the Functional Council of a multiple university software development project called *Kuali Financial Systems (KFS)* to create an open-source financial accounting system for higher education and served as the Chair of the KFS Functional Council. Currently a KFS Project Board member.

***The University of Texas at El Paso***

**Associate Comptroller**

*September 2000 to June 2003*

Assigned direct supervisory responsibility for *Financial Reporting, Contracts and Grants Accounting Services, Auxiliary Business Support Services and Accounts Payable* as my functional areas. Oversaw the preparation and submission of the Annual Financial Report (AFR) in the new GASB 34 required format, preparation, submission and negotiation of the DS-2 and F&A Rate Proposal. Prepared two proposals and negotiated a two point increase in the rate agreement during the last negotiation period. Served as the Audit Coordinator for all internal and external audits related to contracts & grant awards. Worked with various other University contacts to develop and implement new University policies and procedures. I was responsible for the development and implementation of the strategic plans related to my departments. Staff development and training were a key part of the departmental

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strategic plans. Function as the direct back-up for the Comptroller and Cash Manager.

**Assistant Comptroller, Contracts & Grants Accounting Services**

*February 1999 to August 2000*

Manage accounting and reporting responsibilities for Research Intensive institution to include compliance with University policies and procedures, state and federal regulations related to grants management. Post award management of \$49 million of expenditure activity for the fiscal year ended August 31, 2000.

**Payroll and Tax Manager**

*01/94 to 04/96 and 02/97 to 01/99*

Manage and account for annual payroll expenditures in excess of \$100 million. Reconcile payroll ledgers and subsidiary asset and liability accounts on a monthly basis. Create and document payroll procedures desk reference manuals. Compute, prepare and file all federal tax documentation. Serve as the University Tax Manager on all issues related to tax laws and regulations. Serve as the University expert on nonresident alien employment and taxation issues.

**Budget Manager/Analyst**

*05/96 to 01/97*

Prepare the University's Operating Budget. Prepare the Legislative Appropriations Request (LAR) and Supplemental LAR. Prepared analysis and other special request reports based upon the budget and variances. Posted to legislative system (ABEST)

**Accountant II and Student Assistant**

*08/92 to 12/93*

Started as a Student Assistant in the Payroll Office and hired as an Accountant II upon graduation. Prepared the 941 Quarterly Tax Return and documented internal procedures related to nonresident alien employment and taxation.

**EDUCATION**

**Bachelor of Business Administration, Major: Accounting and Finance**

The University of Texas at El Paso, December 1993

**Masters of Business Administration Candidate**

The University of Texas at El Paso, 15 Units completed through May 2003

**Masters of Educational Leadership – Higher Education Leadership**

Northern Arizona University, May 2008, With Distinction

## **ORGANIZATIONS**

### **Association of Government Accountants (AGA)**

Board Member – Southern Arizona Chapter  
2009 – 2015

### **Kuali Foundation - Kuali Financial System (KFS)**

KFS Board Member (September 2011 – January 2015)  
KFS Functional Council Chair (August 2009- August 2011)  
KFS Functional Council Voting Member (May 2005- July 2009)

## **AWARDS**

### **National Association of College and University Business Officers (NACUBO)**

*Rising Star Award 2011*- National award requiring competitive nomination and review awarded to the individual who demonstrates the ability and skills to rise to the level of Chief Business Officer of a university or college.