

SUMMARY

Accounting professional offers over six years of experience in higher education, utilizing extensive fiscal and budget procedural knowledge, leadership skills in staff development, and rigorous attention to policy and procedure implementation.

PROFESSIONAL EXPERIENCE

Accounting

- Administered all financial aspects of over 350 financial accounts, including unrestricted general funds, non-enterprise auxiliary funds, restricted sponsored funds, restricted gift funds, and unexpended plant funds.
- Solved departmental shortfall of expensing sponsored funds by developing a shared spending plan across multiple administrators, with compensating oversight procedures.
- Utilized knowledge of campus procedures and policies to ensure sound fiscal management and adherence to fiscal policy through the agency of reviewing, reconciling, and correcting fund account transactions.
- Managed sponsored grant funds; coordinated annual grant financial reporting with grant & financial analysts and principal investigators; audited personnel and payroll accounts each semester.
- Administered streamlined business procedures to decrease overhead and create financial surplus in multiple private industry businesses.

Staff Training

- Educated associates and faculty on latest policies and procedures to maintain high levels of fiscal stewardship.
- Trained and assisted administrative staff on the use of information technology and changing applications/programs.
- Trained staff to become outstanding customer service representatives by developing written training protocols and employing individual coaching.
- Developed training protocols for small business staff and administrators.
- Organized information fairs at gatherings for local business professionals and facilitated educational talks.

Service Excellence & Infrastructure Enhancement

- Learned and applied CU fiscal rules and departmental guidelines across multiple units.
- Led administrative component of a departmental reorganization, including handling all aspects of an administrative staff increase of seven new employees.
- Developed enhanced communication and productivity by utilizing Trello, Evernote and Google Drive to share project notes and create shared access to spreadsheets and templates.

ADDITIONAL SKILLS

CU MarketPlace, CU PeopleSoft - Finance Systems & HCM, DocuSign, Concur, Cognos, SIS, CU Careers and MS Office Suite, including Outlook, Excel, Access

EMPLOYMENT HISTORY

University of Colorado Boulder , <i>Accounting Technician III</i> , Boulder, CO	2015 – Present
University of Colorado Boulder , <i>Accounting Technician II</i> , Boulder, CO	2013 – 2015
Natural Grocers , <i>Front End Manager/ Customer Service</i> , Denver, CO	2011 – 2013
Business Owner , <i>Best Practices</i> , Denver, CO	2009 – 2012
University of Colorado Boulder , <i>Student Assistant</i> , Boulder, CO	2008 – 2010

EDUCATION

BA, Major: Communications, Minor: Business; University of Colorado Boulder, Boulder, CO