

Professional Qualifications

- *Eighteen years of accounting experience (16 years WSU)*
- *Experienced in non-profit and commercial accounting rules and practices*
- *Results-oriented professional*
- *Excellent analytical and organizational abilities*
- *Strong business process re-engineering skills*
- *Strong skills in accounting and administrative systems (i.e., Banner, TMA)*
- *Excellent written and oral communication skills*
- *Dependable, loyal, and committed*
- *Strong ability to exercise confidentiality and professional prudence*
- *Strong ethical standards*
- *Independent thinker*

Education

Central Michigan University, Mt. Pleasant, MI 48858
Masters of Administration, August 2004

Western Michigan University, Kalamazoo, MI 49008
Bachelor of Business Administration, December 1997
Major: Accounting
Minor: General Business, Asian Studies

Employment Experience

Wayne State University, Detroit, MI
Associate Director, Facilities, Planning and Management, Business Services , December 2012 - Present

- Manage, monitor and administer fiscal matters for Facilities Planning & Management (\$45.0 million) which includes Design and Construction Services, Custodial, Grounds, Engineering Maintenance, Trades, Inventory, and Utilities.
- Responsible for assisting strategic budget preparation, development of short and long term plans, cost projections, budget estimates, statistical analysis and reporting of fiscal activities.
- Manage and control day-to-day activities of direct reports, i.e., selection, discipline, and conducting performance appraisals for direct staff as well as overseeing workflow, developing and implementing operating efficiencies and process and procedural improvements, interpreting and training staff on University policies and procedures.
- Develop, analyze and provide information including key performance indicators, reports, data and financials. Implement effective business practices and processes, and ensure actions are taken to achieve and maintain necessary performance outcomes.
- Responsible for reviewing and approving all Facilities, Planning & Management online requisitions, purchase orders, and invoices utilizing the WayneBuy system.
- Prepare and provide quarterly financial projections to Senior Management in Facilities, Planning & Management.
- Manage and administer varied operational activities as requested by senior management of the Division including special projects, facility planning and utilization, contracting with vendors, cost/benefit studies, service on University-wide committees or project teams.
- Maintain and monitor the departments' procard purchases and allocate charges appropriately.
- Maintain internal control systems to assure integrity of financial transactions to prevent errors, omissions and possible fraudulent activity.
- Develop and prepare financial data/analysis for departments' strategic plan.
- Represent top leadership of the Business Services Department and function as liaison or resource to University personnel. Work collaboratively with other operating units.

Wayne State University, Detroit, MI

Staff Auditor/Office of Internal Audit, November 2005 – November 2011

Staff Auditor & Department Administrator/Office of Internal Audit, November 2011 – December 2012

- Conduct cyclical and special financial and operational audits. Plan and implement audit plan to ensure objectives are attained. Evaluate the effectiveness of University systems through the application and knowledge of business systems, procedures and transactions as well as auditing standards and techniques.
- Determine operational procedures for the unit or activity under consideration. Prepare description of audit procedures in written flow chart form and evaluate existing procedures from the standpoint of internal control and established University policies and procedures. Utilized computer assisted audit procedures, computer applications, techniques, and statistical sampling.
- Perform, record, and analyze the results of tests (e.g. selected samples) for an assigned unit. Develop recommendations to correct and or/ improve operational inefficiencies and deficiencies. Evaluate the implementation or recommended changes and conduct post audit follow-up.
- Prepare formal detailed written reports and make oral presentations outlining the effectiveness and/or inefficiencies of systems, operations and activities. Review audit findings and recommend procedural changes with immediate supervisor and/or senior level auditor.
- Provide functional supervision over part-time temporary student intern. Assign and monitor work activates. Train in appropriate methods and procedures. Answer questions and resolve problems that arise.
- Manage financial activities for the Office of Internal Audit. Prepare monthly projections and reconciliations, monitor account balances and prepare related reports and summaries. Monitor expenditures to assure accounts are accurate and are not prone to deficits.
- Prepare journal entries and budget entries to departmental accounts as needed.
- Manage and control day to day operations of the department.
- Participate in the development of University Systems (pre-production) pilots and task force to provide feedback from potential deficiencies and recommend efficiencies as appropriate.
- Maintain and monitor the departments' procard purchases and allocate charges appropriately.
- Develop and prepare financial data/analysis for departments' strategic plan.

Assistant Auditor/Office of Internal Audit, March 2004 – November 2005

- Establish and update departmental administrative policies and procedures manuals to ensure department standards are current and are in compliance with university and other professional auditing standards.
- Review and initiate non-academic personnel forms and paperwork utilizing the On-Line Hiring and EPAF system. Prepare, maintain and process personnel and payroll actions and records. Assure adequate staffing levels and regular payroll payments are attained.
- Prepare and provide quarterly financial projection to the Deputy Chief of Staff in the Office of the President.
- Maintain and monitor the Continuing Profession Education (CPE's) credits/courses for department.
- Arrange, monitor and coordinate all departmental training and travel arrangements and serve as the TravelWayne expense approver.
- Implemented and created departmental TravelWayne training and internal policies
- Plan and manage operational activities and program objectives for the Office of Internal Audit. Establish operational goals, policies and procedures and evaluate effectiveness of existing systems, services and operating procedures.
- Conduct, monitor, and coordinate special projects as assigned. Prepare a wide array of statistical and administrative reports, summaries and questionnaires regarding department activities.
- Act as resource liaison and interface with University personnel resolving problems, answering inquiries, disseminating information to university units.
- Perform related work as assigned.

Wayne State University, Detroit, MI

Administrative Assistant II/Vice President Office of Finance and Facilities, May 2002 – March 2004

- Monitor and reconcile detailed budgets for several operating (\$26.0 million), capital and research project accounts (ranging from \$.5 - \$15.0 million). Review and verify budget revisions and expenditures. Prepare budget projections and plans and complete statistical reports on activities to keep administrative head apprised of financial status and operational activities of department.
- Review and initiate non-academic personnel forms and paperwork. Prepare, maintain and process personnel and payroll actions and records. Assure adequate staffing levels and regular payroll payments are attained.
- Represent the department and serve as liaison to outside individuals, professional groups and administrators to interpret administrative procedures and policies and to disseminate information on department activities.
- Plan and coordinate use of facilities, which includes requests for building maintenance and repair services. Evaluate and maintain equipment inventory. Oversee departmental facilities and coordinate space inventory for department.
- Conduct monitor and coordinate special projects as assigned. Prepare a wide array of statistical and administrative reports, summaries and questionnaires regarding department activities.
- Perform related work as assigned.

Barton Malow Construction Company, Southfield, MI

Project Field Accountant/LLC Accountant/Corporate Industrial, November 2000 – May 2002

- Establish, maintain all accounting functions for Construction Projects totaling \$1.3 billion.
- Supervised and reviewed the work of 2 junior accountants
- Maintain budgets, process all invoices, general ledgers, reconciliation, preparation of cash flow statements, preparation of financial statements & process change orders.
- Perform all duties for Joint Ventures accounting including maintaining budgets, processing all invoices, general ledgers, reconciliation, preparation of financial statements, and preparation of cash flow statements, processing change orders, & professional service contracts.
- Conduct internal audits to ensure good accounting practices are followed on projects.
- Direct and maintain activities for payroll preparation and processing of invoices and keep time on project
- Record all costs and completes cost reporting requirements, including maintenance of labor cost reports and material subcontract cost reports.
- Establish job site files and coordinate with main office where necessary; maintain adequate supply of required office materials.
- Conduct special projects and complete various assignments as directed by manager.

Wayne State University, Detroit, MI

Accountant I, Fiscal Operations/General Accounting, October 1998-November 2000

- Establish, Maintain & Terminate Plant Fund accounts for the University
- Prepare Capitalization and Depreciation Schedules for yearly closing procedures
- Prepare adjusting entries and perform Year End Closing activities
- Analyze Expenditures and Prepare requisition for State reimbursement
- Reconcile various General Ledger accounts including the University's Operations Bank Account
- Assist monthly in clean up of outstanding reconciling items in the University's Operations Bank Account
- Post journal entries to accounts so problem areas can be identified and addressed
- Generate special reports to project account revenues, expenditures and activities.

Wayne State University, Detroit, MI

Technician, Fiscal Operations/General Accounting, February 1998-August 1998

- Analyze and reconcile the University's travel account with travel advances and Travel Expense Reports
- Correspond with University personnel regarding their outstanding travel expenses.
- Work closely with the University's Disbursement department to ensure a high level of accuracy is maintained regarding the travel expenses.
- Prepare Journal Entries as needed.
- Analyze Bad Debt collectability and prepare reports for the University's Bad Debt Reserve accounts

Technical Computing Skills

Software: Microsoft Windows, Microsoft Excel, Microsoft Access, AS400, Prolog, Banner, RAPP Cognos, Pipeline System, Travel Wayne, Wayne Buy, EPAF and WTE (Web Time Entry), TMA (The Maintenance Authority) Systems.

Other Skills: Able to design and customize reporting suitable for management's needs.

Professional/Community Organizations

National Association of Black Accountants, Detroit Professional Chapter, 2001.

Delta Sigma Theta Sorority Inc. Western Michigan University/Inkster, Michigan 1994 – Present.

Girl Scouts of Metro Detroit, November 2004 – 2006.

National Pan-Hellenic Council, Advisor, Wayne State University, September 2008 – September 2011.