

## **Crystal E. Sapp**

3000 Claflin Road, Manhattan, KS 66503    Work (785)532-0103    Cell (785)776-5048    cesapp@ksu.edu

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February 22, 2018

Budget/Fiscal Officer Search Committee  
Office of the Dean  
Kansas State University  
College of Arts & Sciences  
110 Calvin Hall  
Manhattan, KS 66506

Dear Search Committee Members:

It is with great enthusiasm and interest that I respond to the Budget/Fiscal Officer II internal position announcement posted on the Human Capital Services website. My B.S. degree in accounting from KSU and over 25 years of experience working in accounting positions here at KSU qualify me for this position. My duties performed in the positions I have held to date have given me valuable experience in dealing with the majority of the job duties stated in your position announcement. At this time, I directly supervise three USS employees and indirectly supervise one student employee. In previous positions held, I have supervised up to twelve at one time. I believe these skills can benefit your organization.

In addition, I am a hard worker who strongly encourages customer service and teamwork. I am not afraid of a challenge. I take great pride in providing friendly, open communication, and have successfully built a good working relationship between the members of my division, my peers across campus, and myself. I enjoy working in a diverse university environment, and feel I have been personally enriched by learning about cultures other than my own.

I constantly look for ways to make our office function more efficiently and encourage others to do this as well. In pursuit of this goal, I transitioned from a 25 year old Excel spreadsheet accounting system to using Quickbooks Premier Accounting software for the Division of Biology. I had previously upgraded the accounting software used in Biochemistry and Molecular Biophysics (BMB) twice. During my time working for BMB, I assisted in designing an electronic order form, an electronic questionnaire for submission of travel requests, and a user-friendly searchable document tracking database. I designed three reports that were given to the head each month: a departmental funds summary, a foundation funds summary, and a summary of all funds available to each faculty member. The reports for the departmental and foundation funds contain a summary cover page followed by a more detailed page for each account. The head could easily see the current balances of each account, the projected income and expenditures, and the estimated balance available to spend. Each faculty member also received a clear, easy to read report of each of their accounts each month. These improvements were major factors in creating the efficient and customer service oriented working environment we enjoyed in the BMB department. I am currently working to design and implement some of these reports and documents as time allows for the Division of Biology as well.

I am used to dealing with a very busy work environment, and over the years have developed multi-tasking skills to enable me to deal with multiple issues within a short time frame. In a typical day, I may need to process a grant proposal, budget revision, or a time extension through eProposals, review budgets or answer questions for faculty regarding outgoing grant proposals, advise/assist faculty with developing/updating a Schedule of Charges, complete final reports for Sponsored Projects Accounting in order to close accounts, run Payroll reports in HRIS or set-up new accounts in Quickbooks. To keep up with this widely varied workload, I employ several methods to help me stay organized and make sure that all necessary steps of complicated tasks are completed. I regularly use To-Do lists, checklists, and my calendar to stay organized and complete tasks in a timely manner.

In conclusion, I do understand the difficulties the University is currently experiencing with the ongoing decreasing budget situation. I feel a new budget model is definitely needed and understand this issue is currently being worked on by the upper administration. I would be honored to have the opportunity to assist the college in implementing these upcoming changes. I look forward to discussing the possibility of becoming part of the College of Arts & Sciences team with the committee. You may reach me during business hours at my work number 785-532-0103 or on my cell at 785-776-5048. Thank you for your consideration of my application. I look forward to hearing from you soon.

Sincerely,

*Crystal Sapp*

# Crystal E. Sapp

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## Objective

To obtain a Budget/Fiscal Officer position at Kansas State University

## Education

**Kansas State University**, Manhattan, KS July 1991  
B.S. in Business Administration, major in Accounting

## Career Experience

### **Business Manager II**, Kansas State University, Division of Biology 4/2014 to present

- Full accounting responsibility for approximately 25 - 30 million dollars allocated, awarded or donated to the division each year
- Set up and maintain computerized records of all income and disbursements
- Audit, verify, and/or adjust financial entries for accuracy, legality, and appropriateness to budget
- Handle all research grant documentation from proposal to project completion
- Provide accurate monthly summary reports for Director for state account funds
- Provide accurate monthly account reports to each faculty member showing summary of monies held in all accounts, detailed list of expenditures, projected salary, and outstanding orders for each account
- Approve all equipment purchase bid requests, equipment service/maintenance contracts, travel and payment documents
- Reconcile monthly FIS reports to QuickBooks records for approximately 250 accounts
- Process/approve Foundation payments for seminar expenses, search expenses, and salary reimbursements
- Hire, train, and supervise University Support Staff to include two Accounting Specialists, and a Storeroom Manager
- Hire and oversee training of student employees in Business Office
- Complete and process Schedule of Charges for the Biology Storeroom and office functions, and assist in completion of Schedules of Charges for the Konza Prairie Biological Station (KPBS), the Kansas Lipidomics Research Center (KLRC), the Stable Isotope Mass Spectrometry Laboratory (SIMSL), the Bioinformatics Center, the Laboratory Animal Care Service (LACS), and the Microscopy Facility
- Deposit all accounts receivables for the KPBS, KLRC, SIMSL, and Bioinformatics Center facilities

### **Accountant II**, Kansas State Univ., Biochemistry & Molecular Biophysics 8/1992 to 4/2014

- Full accounting responsibility for approximately 6 - 8 million dollars allocated, awarded or donated to the department each year
- Set up and maintain computerized records of all income and disbursements
- Audit, verify, and/or adjust financial entries for accuracy, legality, and appropriateness to budget
- Edit, process, and submit all Research and Extension CRIS/CSRS project proposals
- Handle all research grant documentation from proposal to project completion
- Provide accurate monthly summary reports for department head for all state account funds, research funds available for each faculty member, and all foundation funds
- Provide accurate monthly account reports to each faculty member showing summary of account, detailed list of expenditures, projected salary, and outstanding orders for each account
- Process all equipment purchase bid requests and equipment service/maintenance contracts
- Track and maintain accurate inventory database and file records
- Process/approve foundation payments for seminar expenses, undergraduate scholarships, and graduate awards

**Career Experience**  
(continued)

**Accountant II (continued)**

- Hire, train, and supervise classified Administrative Specialist and two student employees
- Personnel specialist for 90 employees to include all faculty, classified, and graduate students
- Complete all Affirmative Action paperwork and advertising of position openings
- Complete all visa application paperwork for employees and visiting scientists
- Handle all accounts receivables for the NMR facility and student breakage
- Post breakage and non-checkout fees to student accounts in ISIS/KSIS
- Responsible for special projects including:
  - Design of electronic ordering form, travel information form, and employee information forms
  - Design of electronic document tracking system
  - Redesign of departmental web pages
  - Design of inventory database
  - Departmental move into Chalmers Hall
- Promoted from Accountant I - June 1999

**Convenience Store Manager, Shop Quik Stores, Inc.** 8/1991 to 8/1992

- Completion of daily log work and deposit
- Trained and scheduled employees
- Handled general operation, sales to customers, and maintenance of store

**Bookkeeper, Kansas State University, Department of Geology** 7/1987 to 8/1991

- Prepared, maintained, and completed all departmental accounting records
- Set up computerized program for accounts and wrote operation manual for future users

**Office Manager, Bittersweet Auto Farm, Inc.** 1/1986 to 10/1986

- Prepared and presented sales contracts to customers
- Handled automobile rentals
- Managed inventory and ordered parts as needed for repairs
- Prepared monthly billings, payroll, and posted all transactions into journals for accountant

**Office Manager, Green Valley Mobile Home Park** 6/1984 to 9/1986

- Collected and recorded rent payments
- Settled conflicts between tenants
- Rented lot spaces
- Handled maintenance and repair of court and court owned mobile homes

**Self-Employed, Hoots and Quackers Crafts** 1983 - 1985

- Operated small handmade craft business. Produced and sold my own work.

**Hostess/Waitress/Cook, Country Kitchen Restaurants, Inc.** 1981 - 1982

- Responsible for cash register
- Supervised wait staff
- Handled customer complaints
- Worked as waitress and short-order cook as needed

**Assistant Manager, So-Fro Fabrics** 1979 - 1981

- Assisted customers
- Handled cash register sales

**Career Experience**  
(continued)

**Assistant Manager (continued)**

- Supervised sales clerks
- Prepared daily sales reports
- Handled inventory and ordered weekly stock
- Balanced cash on hand, prepared deposits, assisted manager with bank statement reconciliations
- Handled customer complaints

**Training**

Basic Supervisory training	Disciplinary Action Procedures
Preventing Workplace Violence	Foundation FIN System training
Foreign National training	FIS System
iSIS (KSIS) Basic Academic Staff training	Purchasing training
iSIS (KSIS) Student Financials training	Americans with Disabilities Act
Travel Processors training	Web: Introduction to HTML
Cascading Style Sheets training	SPA Cayuse 424 system
SPA Grant Essentials training	SPA Effort Reporting
Customer Service for University Employees	FISH! Philosophy
Give Them the Pickle!	Performance Management Process
Secure IT - 2011, 2012, 2013	Imprest/Research Participants training
Respectful Work Relationships I & II	BPC: Lodging Enhancement
Legal Issues - Supervisors of Classified Employees	Family and Medical Leave Act
Checking References	Supervisory Development
The Art of Delegating	Supervising Students
Professional Communication	Maintaining an Accurate Inventory
Classified Employees Rights and Responsibilities	Organizing Your Work Area
Cashnet training	Managing/Assisting a Troubled Employee
Background Check Processing	Generational Differences at Work
Toward a More Perfect Office	Dealing with the "B" word (Bullying)
NCURA Workshop on Effort Reporting	Customer Service Excellence in Higher Ed
NCURA Workshop - Sponsored Projects Essentials	Tuition/Participants Payment Processes
SPA Personnel Activity Reporting	Budget Forum for Supervisors
BPC In Command Training	

**Honors**

Invited to participate in the Human Capital Services Kaizan event - 2015  
 Classified Employee of the Year - 2003 and 2009  
 Outstanding Achievement award - Pinnacle Non-traditional Student Honor Society - 1990

**References: Dr. Brian Spooner**

Kansas State University  
Division of Biology  
116 Ackert Hall  
Manhattan, KS 66506  
(785) 532-6615  
spoon1@ksu.edu

University Distinguished Professor  
Director

**Dr. Michael Kanost**

Kansas State University  
Biochemistry & Molecular Biophysics  
141 Chalmers Hall  
Manhattan, KS 66506-3902  
(785) 532-6964  
kanost@ksu.edu

University Distinguished Professor  
Previous Department Head

**Debbie White**

Kansas State University  
College of Arts & Sciences  
112 Calvin Hall  
Manhattan, KS 66506  
(785) 532-0343 work (785)250-7682 cell  
debbie13@ksu.edu until February 22, 2018  
dwhite@peru.edu after February 27, 2018

Budget/Fiscal Officer II

**Stephen K Chapes**

Johnson Cancer Research Center  
Kansas State University  
1 Chalmers Hall  
1711 Claflin Rd.  
Manhattan, KS 66506  
(785) 532-6705 Johnson Cancer Center  
(785) 532-6795 Biology Office  
skcbiol@ksu.edu

Director, Johnson Cancer Research Center  
Director, KINBRE Undergraduate Office  
Professor, Division of Biology