

February 14, 2018

Dr. Amit Chakrabarti
Dean's Office of Arts and Sciences
Kansas State University
Calvin Hall
Manhattan, KS 66506

Dear Dr. Chakrabarti:

I would like to be considered for the Budget/Fiscal Officer II position listed on the Human Capital Services website. With all of my accounting, human resource, and supervisory experience, I am certain you will see that I am well qualified for this position.

I have over 17 years' experience at Kansas State University and the College of Arts and Sciences, including detailed knowledge of university, state, and federal regulations concerning accounting, budgeting, purchasing, management, and payroll. In addition, I am proficient in all of the university software programs, such as: CashNet, E-Forms, E-proposal, Oracle Financials, PeopleSoft, Foundation, and QuickBooks Pro. My extensive budget management experience including forecasting, projecting, oversight, and reporting could prove very beneficial, because of my ability to maximize resources.

Additionally, with my Shared Services experience, I understand the importance of representing multiple departments and developing working relationships across departments. I have a diverse knowledge of the departments within the College of Arts and Sciences, and make a conscious effort to balance activities throughout the shared services center in an equitable manner. With my supervisory experience in the Shared Service Centers, I understand the workflow process and the importance of teamwork. Lastly, my degree in Business Administration gives me a well-rounded knowledge base to build from.

I would appreciate an opportunity to meet with you to further discuss my background and experience. Please call me at (W) 785-532-2684, (C) 785-532-8788 or email at Lindsay@ksu.edu to arrange an interview. Thank you for your time and consideration.

Sincerely,



Lindsay J. Miller
Business Manager

Lindsay Miller

4680 N DWIGHT DR ■ MANHATTAN, KS 66502 ■ (C) 785-532-8788 ■ EMAIL: LINDSAY@KSU.EDU

Skill Summary

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|--------------------------|----------------------------------|---------------------------------|
| ◆ HRIS – PeopleSoft | ◆ Accounts Receivable Management | ◆ Good Communication |
| ◆ Knowledge of the PPM | ◆ Employee Supervision | ◆ Attention to Detail/Organized |
| ◆ Budget/Reconciliation | ◆ Fund Management | ◆ Problem Solving |
| ◆ Projecting/Forecasting | ◆ Financial Reporting | ◆ Payroll Funding and Budgeting |
| ◆ K-State Foundation | ◆ Workflow Management | ◆ Grant Management/E-proposal |
| ◆ Oracle Financials | ◆ Teamwork Development | |

Experience

CENTRAL SHARED SERVICES: ARTS & SCIENCES, KANSAS STATE UNIVERSITY – MANHATTAN, KS
Business Manager, November 2017 to Present

Direct all accounting and human resource functions in the Central Shared Services Center for research, instruction, and administration. Oversee financial analysis/reports, financial audits, G/L, A/P (including all payment vouchers,) A/R, and inventory in accordance with university, state, and federal regulations for all Central Shared Services Center departments totaling over 60 million dollars. The Central Shared Services Center serves six departments comprised of over 170 faculty, 14 USS positions, 130 graduate students, and 115 hourly students.

Noteworthy:

- Work diligently with department heads, faculty, and staff within the center to ensure that all accounts/budgets are maintained (projections, forecasting, purchasing, accounting, and payroll) as effectively as possible, including monthly reports and reconciliation of state funding, grant accounts, and foundation.
- Manage the College of Arts and Sciences Central Shared Services Center by overseeing the staff performing the human resources and budget/accounting activities for the units assigned to the center. Supervise the workflow process to maintain an efficient and effective manner all while balancing employee relations in a positive and productive work environment.
- Ensure all human resource functions and the budget/purchasing/accounting operations are in compliance with federal, state, and university regulations, statutes, and policies. Develop and implement policies and procedures to ensure all generally accepted accounting procedures are being followed.
- Understand the importance of representing multiple departments by making a conscious effort to maximize resources and balance activities throughout the Shared Services Center.
- Oversee and manage all special accounts including salary accounts, Lab Sup fees, and startup accounts. Submit annual reports to the Dean, and supply faculty with monthly reports.

NORTH SHARED SERVICES: ARTS & SCIENCES, KANSAS STATE UNIVERSITY – MANHATTAN, KS

Accountant III, May 2017 to November 2017 – University eliminated the Accountant IV title

DEPARTMENT OF PHYSICS, KANSAS STATE UNIVERSITY — MANHATTAN, KS

Accountant IV, Oct 2014 to May 2017

Accountant III, May 2007 to Oct 2014

Accountant II, March 2003 to May 2007

- Directed accounting functions for large departments (Mathematics, Physics, High Energy Physics, and James R. McDonald Lab) in research and instruction comprised of approximately 108 faculty, 13 USS positions, 102 graduate students, and 97 hourly students. Oversaw financial analysis/reports, financial audits, G/L, A/P (all payment vouchers,) A/R, and inventory in accordance with university, state, and federal regulations for all North Shared Services departments totaling over 100 million dollars. Supervised all accounting aspects of post-award grants, including all financial concerns and sent required ending reports to the sponsoring agency and the PI. Developed and managed internal and external financial relationships (e.g. central administration, vendors, and departments throughout campus.) Constantly looked for ways to strengthen overall financial performance and well being of our Shared Services Center. May 2017 Math and Physics formed the North Shared Services Center.

Noteworthy:

- Proposed, designed, and implemented a finely tuned paperless accounting payment and record filing system in Adobe Pro, implemented accounts payable tracking database in Access enhance payment monitoring, and developed a center wiki for reference. All of these increased accessibility for all involved parties improving accuracy, efficiency, communication, and record retention abilities.
- Monitored all department and shop budgets to make certain projections and expenditures are on track, including SRO, OOE, Salary Accounts, Departmental Receipts, and Startups, to ensure accuracy at all levels.
- Revamped G/L, financial system, reports and schedules to improve forecast precision and standardize reporting procedures by migrating to QuickBooks Pro for both grant and non-grant accounts. Played key role in the diligence efforts necessary to return overdrawn accounts to a state of solvency.
- Created start-up package tracking abilities so both the department head and the new faculty members are informed of the current status and how it is being spent. Submit annual startup reports to the Dean.
- Created an accounts receivable reporting system, which tracks all revenue generated from grant indirect costs allowing us to track top revenue generating grant holders. This has proven indispensable to the department head in making key financial decisions.

DEPARTMENT OF MATHEMATICS, KANSAS STATE UNIVERSITY — MANHATTAN, KS

Administrative Specialist/Office Manager, June 2000 to March 2003

Administered financial records for all departmental accounts including sponsored projects and foundation. Reconciled all departmental accounts with monthly FRS statements. Verified that transactions were made in accordance with source regulations, rules, and procedures. Interpret for the principal investigator of a sponsored research project the K-State PPM regulations in congruence with budget restrictions as specified by the granting agency in determining expenditures allowed on their grant and complete all budget revisions. Supervised all accounting aspects of post-award grants, including all financial concerns and sending required ending reports to the sponsoring agency and the PI. Prepared and maintained all personnel forms for the entire department including PeopleSoft. Maintained all data in the HRIS including funding, reports, and payroll entry. Directly supervised office staff and students, as well as act as the departmental office manager. Oversaw departmental inventory.

Noteworthy:

- Supervised staff, students, and office affairs on regular bases, evaluating employees on yearly bases or as needed. Created ways to improve office moral, teamwork, and efficiency. All duties performed in a multi-culture setting, and completed supervisory training.
- Completed a verification system to ensure all employees were paid correctly and timely in PeopleSoft; and made a check list to verify all payroll paperwork was completed as needed and updated when necessary.
- Tracked all A/P aspects including, Payment Vouchers, Transfers, Budget Adjustments, Travel Reimbursement, Encumbrances, Telecomm Payments, and Credit Card Payments.
- Entered time and leave, payroll funding, and reports for the entire department through the HRIS (PeopleSoft) system, including departmental summer school budget and payroll paperwork.
- Successfully kept the department on budget each year of employment, even during years that funds were called back by the state. Monitored OOE, SRO, Departmental Receipts, Foundation Funds, and Salary Accounts.

Education

Kansas State University

Manhattan, KS

December 2017

Bachelor of Science, Business Administration

- **Other Experiences:** Human Resource Mgmt. (MANGT 531) Completion, Prospera Human Resource Compliance Completion Credits, Riley County Humane Society Board of Directors (2009-2013,) Support Staff Employee of the Year (2009), University Support Staff Senate Leadership (June 2010 to 2015), Served on multiple search committees.