

February 23, 2018

Dr. Amit Chakrabarti
107 Calvin Hall
Manhattan, KS 66506

Dear Dean Chakrabarti and Search Committee,

I want to express my sincere interest in the Budget/Fiscal Officer position for the College of Arts and Sciences. My seven years of diverse experience at Kansas State University in accounts payable, accounts receivable, budget analysis, capital asset management, capital projects, systems project management and grant budgetary experience align with the responsibilities and desired skills for this position. In addition to my University experience I have more than five years working in the private sector as the Chief Financial Officer managing all accounting functions including budgetary preparation and analysis as well as payroll administration. I bring almost twenty years of employee management experience, having the opportunity to work with a diverse range of individuals and lead these teams to success.

Throughout the course of my career communication has been a key element to each of my positions I have held, as I was responsible for communicating information directly to CEOs, Vice Presidents, Faculty, Fiscal Officers, and Departmental Accountants, tailoring the communication to fit each unique situation. My ability to communicate complex information in a clear, applicable way has been demonstrated through the various trainings I have developed and organized at the University. I have provided training to more than 1,000 employees, with topics ranging from BPC use and compliance, foreign national tax treatment, international travel, scholarship processing and tax treatment, and capital asset monitoring and management.

The accomplishments I am most proud of are related to the many projects I have been able to lead in my current position. These projects have centered around finding more cost and time efficient methods around workflow and processes as well as reviewing and recommending changes to policies to keep them applicable to the changing University environment. By enlisting the input and assistance of other knowledgeable and talented individuals, I have been able to streamline many processes, including travel reimbursements, scholarship confirmations, check payment processing, payments to foreign nationals, and policy communication. I believe that I can bring these same skills to work with the Arts and Sciences' team to form solutions for the budget and fiscal challenges that the college faces in the current and upcoming year. My experience in project management will also be integral in the implementation of the new University budget model in FY19.

I am ready for the opportunity to join your team and assist in finding strategic solutions to help the College of Arts and Sciences continue to grow and prosper. I appreciate your consideration and look forward to visiting with you in person.

Sincerely,

Memory Buffington

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ACCOUNTING/PROJECT LEADERSHIP/BUSINESS MANAGEMENT PROFESSIONAL

Highly skilled professional with in-depth experience in accounting, capital projects, business information systems and technology implementation, budget management, policy and tax compliance, payroll processes, grant management and business operations. Customer service oriented with a proven ability to provide team-spirited leadership to produce value-added results. Skilled in project management with a track record of producing multiple cost and efficiency saving solutions. Exhibit strength in understanding detailed policies and data, in order to minimize issues and execute competent solutions. Additional comprehensive experience in:

- Accounts Payable/Procurement Processes and Management
 - Budget Analysis
 - Capital Asset Management and Disposition
 - 15+ Years Management Experience
 - Accounting Systems Project Leader
 - Payroll Operations
 - Skilled in Excel, Access, Word, and PowerPoint
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PROFESSIONAL EXPERIENCE

Kansas State University, Manhattan, KS

February 2012 – Present

Assistant Director General Accounting

- Redesigned payment processing workflow, utilizing technology and focusing on value-added processes, to eliminate the need for additional staff in a budget restrictive environment.
- Transitioned workflow of check payment documents to a paperless format, centrally, cutting processing time by 50%, which allowed for additional efficiencies in processing travel and credit card reimbursements.
- Developed comprehensive website to simplify complexities in paying foreign nationals, becoming the compliance and training advocate for international accounts payable and student scholarship issues.
- Led the development of automated rate calculations for travel reimbursements within Eforms, reducing calculation errors made by document preparers to less than 5%, and cutting travel reimbursements from 10 days to less than 3 days, on average.
- Lead project coordinator for designing a new electronic payment voucher for check and ACH processing, that will allow the campus to submit payment and approve payments in a paperless format. Currently being piloted.
- Served on the University Efficiencies Committee and was able to assist in implementing two of the action items of the committee.
- Designed a new centralized travel website to serve as a central hub for all KSU travelers to obtain important travel information and utilize a centralized booking tool that facilitates Duty of Care for employees, to ensure that all employees have access to safety while traveling on behalf of the University.
- Provided professional development for a team of 10 employees, creating a centralized customer service center that campus departments can call to gain policy and payment guidance.

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- Completed Lean Six Sigma Yellow Belt and implemented strategies in ongoing departmental projects.
- Facilitated the communication and capitalization guidance for capital projects on campus over the past 3 years.
- Liaison between Sponsored Programs Accounting and Accounts Payable for ensuring that payments meet both Grant compliance and Grant budgetary guidelines.
- Project lead for the Scholarship Confirmation form automation, reducing processing of student scholarships from 14 days to less than 3 days.
- Coordinated with HCS payroll on a weekly basis to discuss employee and independent contractor related issues.
- Facilitated departments as they transitioned to new business model processes, providing information related to accounts payable, accounts receivable, KSIS, fixed asset/capital project management, and procurement methods.

Kansas State University, Manhattan, KS

May 2011-February 2012

Accounts Payable Supervisor

- Utilized key leadership skills to bring a diverse, siloed staff together into a high-performance team, that emphasized positive and professional communication.
- Leveraged technology to reduce manual keying and entry steps, allowing two positions to be partially utilized for other vital office operations.

G-5 Retail

June 2005 – May 2011

Chief Financial Officer/Human Resource Officer

- Implemented accounting system within Quickbooks and commercial accounting software for a start-up company, growing company from one store to five stores and provided oversight of 20+ employees.
- Designed company business operation's plan including procurement procedures, accounts receivable and accounts payable processes, asset management, payroll compliance, DOT compliance and standards, tax, and management training programs in accordance with Generally Accepted Accounting Principles.
- Developed annual budget and completed quarterly and annual tax filings, reports and budget projections.
- Conducted quarterly management trainings and budgetary analysis.

USD 475 – Geary County, Junction City, KS

August 2003 – May 2005

Mathematics Teacher

- Organized a comprehensive math education program for a school in improvement, performing below state standards, which enabled my team of students to meet the standard of excellence benchmark in mathematics for the State of Kansas.

EDUCATION

- **Kansas State University** – Manhattan, KS
 - ***Accounting*** Concentration – 15 hours
 - ***Master's Degree*** in Curriculum and Instruction, 2005, 4.0 GPA
 - ***Bachelor's Degree*** in Elementary/Middle Level Math Education/ESL Endorsement, 2003, 3.84 GPA