

# Jennifer Mills

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## Senior Fiscal Leader

UNIVERSITY PARTNERSHIPS & ALLIANCES • BUDGET DEVELOPMENT & ADMINISTRATION • FISCAL PLANNING & ANALYSIS

Collaborative, analytical leader with demonstrated expertise leading budget development, analysis, and fund accounting for a \$25M revenue-generating operation. Directs rigorous, transparent planning, analysis, and process improvements to facilitate budgeting for 40+ higher-education programs serving diverse learner needs.

- **Budget Development & Analysis:** Oversees full scope of Western Washington University's Extended Education division fiscal planning, budget design, forecasting, and year-end closing.
- **University Relations:** Cultivates responsive relationships with program directors, faculty, and administration as a resource and partner. Integrates sound business and financial principles into educational programs.
- **Organizational Effectiveness:** Represents Extended Education division on university-wide process improvement and operations committees. Leads major initiatives to enhance fund accounting and operationalize new systems to accommodate collective bargaining agreements and state policies.

**Strengths:** Budget Preparation – Budget Reconciliation – Policy & Procedure Compliance – Campus Relations Program Development – Master Calendar & Timeline Management – Database Oversight – Fund Accounting Process Improvements – Reporting & Analysis – Labor Relations – Variance Analysis – Budget Analysis Team-Building & Leadership – Financial Forecasting – Performance Optimization – Year-End Close – Training

## Professional Experience

UNIVERSITY OF SOUTH FLORIDA

2004–Present

**Extended Education Division – 40+ programs – Undergraduate & Graduate Degree Programs  
International, Youth, & Lifelong Learning Programs – Conference Services – Testing Center  
6 Campus Locations including Bellingham, Everett, & Seattle**

**Fiscal Analyst 3 (2016–Present)**

*Lead and manage Extended Education's budget development, analysis, and reconciliation.*

Oversee end-to-end budget development, maintenance, reconciliation, and analysis for a \$25M revenue-generating operation. Direct year-end closing activities including revenue distributions and deficits, deferrals, and fund maintenance and closeouts. Develop and distribute year-end financial summaries to campus partners. Manage and develop 2 team members conducting advanced budget analysis and reconciliation. Report to Director of Administration.

- Served as division liaison for university-wide chart of accounts overhaul led by the Budget Office, driving process redesign to improve fund accounting transparency.
- Forecasted fiscal year budgets for more than 40 new and ongoing programs, analyzing historical fund performance to align finances with program and university objectives.
- Partnered with program directors, committee chairs, and faculty to develop new program budgets incorporating salaries, benefits, overhead, net distribution, and line items unique to each program.
- Made key contributions to university-wide committees including the Millennium Focus Committee, Operations Manager Committee, and Budget Idea Sharing Committee.

UNIVERSITY OF SOUTH FLORIDA

continued

- Consistently achieved ongoing and year-end deliverables on time and with exceptional accuracy, using custom-designed master calendar as roadmap to distribute activities throughout year.
- Conceptualized and recommended revenue-sharing models that incentivized partners to launch programs outside of university decision packages and expand offerings to diverse learners.

### Program Support Supervisor 2 (2007–2016)

*Promoted to deepen impact on budget development and analysis that support world-class learning programs.*

Led budget development, maintenance, and analysis for rapidly growing division. Direct team (both direct reports and shared staff resources) to perform contracting and payroll activities for more than 1000 contracts each year. Liaise with university partners to develop budgets that align with program goals.

- Spearheaded major system and process improvements to align practices with new collective bargaining agreement while simultaneously streamlining contracting and payroll for enhanced customer service.
- Created comprehensive year-long master calendar used as a roadmap for planning and execution of more than 350 reporting, reconciliation, and administrative deliverables.
- Forged productive relationships with diverse partners across multiple colleges and programs, contributing to a community of learners and enriching the university experience.

### Fiscal Specialist 1 (2004–2007)

*Established strong foundation of budgetary, fiscal, and administrative accountability, and rigor.*

Supported budget maintenance, purchasing, travel, and fiscal analysis. Produced 700+ faculty contracts and processed payroll for 500+ faculty annually. Supervised junior staff members.

- Upheld exceptional accuracy standards to seamlessly support diverse program areas.

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## Education

**Bachelor of Arts, Business Administration & Accounting** (*National Society of Leadership & Success Honor Society*)

UNIVERSITY OF SOUTH FLORIDA

**Associate of Arts, Accounting | Associate of Applied Science, Direct Transfer** (*Phi Theta Kappa Honor Society*)

HILLSBOROUGH COMMUNITY COLLEGE