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**CAREER SUMMARY:** Having worked in Texas Higher Education for the last 24+ years, I have had the opportunity to serve in a variety of financial accounting and administrative roles that have allowed me to be involved in the development and implementation of administrative and fiscal policy. My current duties at the Sam Houston State University involve areas that are crucial to the continuing operation and financial health of the institution. The Budget Office prepares the biennial Legislative Appropriations Request that is the primary document used by the state legislature in allocating general revenue. This document is closely reviewed and compared with the annual financial report, which is prepared by the Financial Reporting group, for the University to determine results of operations and overall financial health. Campus security, building operations, maintenance, construction and auxiliary operations engage in supporting the day to day operational activities of the institution and delivery of our core competency – instruction. I have ascended through the ranks of administration at several Universities by proving myself to be an accomplished manager, administrator, advisor and leader with special expertise in all aspects of financial accounting, finance, budgeting and administration. I consider myself to be a collaborative results oriented leader, respected supervisor, attentive listener, and results oriented team player with excellent staff rapport.

**EDUCATION:** The University of Texas at El Paso  
Doctorate in Education  
May 2009  
Dissertation Title “Student Price Response: The Effect of Tuition Deregulation in Texas on Student Enrollment Trends in Texas Public Institutions of Higher Education

Master of Education – Higher Education Administration  
May 2005

B.B.A. Accounting  
July 1988

Certified Public Accountant  
State of Texas License # 74465

**EXPERIENCE:**

March 2013 Vice President for Finance and Operations  
Present Sam Houston State University

Responsible for oversight of all financial and operating functions of the institution to include Controllers Office, Budget Office, Campus Security, Building Operations and Maintenance, Facilities Planning and Construction, Human Resources and Risk Management, Business Services and Procurement, Economic Development and Auxiliary Operations. Provide advice and counsel to the President and institutional leadership team on a variety of administrative and financial matters. Responsible for ensuring that resource allocation strategies are aligned with advancing institutional goals and objectives.

April 2013 Vice President for Finance and Administration/CFO  
February 2014 University of North Texas at Dallas & University of North Texas System

Responsible for oversight of all financial and operating functions of the institution to include Controllers Office, Budget Office, Campus Security, Building Operations, Auxiliary Operations. Provide advice and counsel to the President and institutional leadership team on a variety of administrative and financial matters. Responsible for ensuring that resource allocation strategies are aligned with advancing institutional goals and objectives. Served as Controller for the University of North Texas System and led efforts in organizational and process redesign for accounting and reporting. Provided guidance and support in the development of consistent financial accounting, business management policy and procedure across all institutions, coordination of debt issuance, management and compliance.

August 2011 Associate Vice President for Finance and Administrations/Controller  
April 2013 University of North Texas & University of North Texas System

Primary responsibilities include oversight of Financial Reporting, Budget Office, Student Accounting Services and Decision Support (business intelligence) for the University of North Texas. The position also provides direct support to the Vice President for Finance and Administration by providing a financial and management counsel on a variety of issues included capital financing, business management models, business functions policy and procedures, ERP system design and implementation, etc... Served as Controller for the University of North Texas System providing guidance and support in the development of consistent financial accounting, business management policy and procedure across all institutions, coordination of debt issuance, management and compliance.

Sept 2003 Associate Vice President for Business Affairs/Comptroller  
August 2011 University of Texas at El Paso

Primary responsibilities include direction of General and Contracts Grants Accounting Services, Student Business Services, Inventory, Accounts Payable, Travel, Budget, Payroll, Payroll Tax Reporting, Procurement, Education and Training, Special Projects and Financial Reporting Sections. The position also provides direct support to the Vice President for Finance and Administration by providing a variety of financial analysis and decision models, capital financing for construction and property acquisition, assists in division-wide strategic planning, and engages in direct oversight of the division in her absence.

Sept 1999 Comptroller  
Aug 2003 University of Texas at El Paso - Financial Services

Primary responsibilities include supervision of General Accounting, Contracts and Grants Accounting, Student Business Services, Inventory, Accounts Payable, Payroll and Financial Reporting Sections. These responsibilities include ensuring that these areas complete projects such as the annual financial report, operating budget, indirect cost proposal, student billing and collections, and legislative appropriations request in a timely manner.

Sept 1994 Associate Comptroller  
Aug 1999 University of Texas at El Paso - Financial Services

Primary responsibilities include supervision of Budget, Payroll and Financial Reporting Sections. These responsibilities include ensuring that these areas complete projects such as the annual financial report, operating budget, and legislative appropriations request in a timely manner. Provide leadership and direction for professional and paraprofessional staff of 11. Provide various

analyses and advise Comptroller and VP for Finance and Administration on assorted financial reporting and budgetary issues. Supervise Financial Services during Comptroller's absence.

July 1993  
Sept 1994

Financial Analyst

University of Texas at El Paso - Financial Services August 1994

Primary responsibility is the coordination and preparation of the University's annual financial report. Analyze and prepare various financial reports for both internal use and as required for external agencies. Coordinate preparation and the analytical review of the monthly financial report. Reconcile various accounts on a monthly basis. Maintain and update the University's chart of accounts. Assist in the plant fund, endowment and investment accounting areas. Assist in the preparation of the annual operating budget, legislative appropriations request. Assist the Comptroller with various special projects as needed.

June 1992  
July 1993

Accountant III

University of Texas at El Paso - Financial Services

Assisted the Comptroller in the preparation of various reporting documents to include: Annual Financial Report, Legislative Appropriations Request, and Operating Budget. Reconciled various accounts in payroll area and several fund groups for the preparation of annual financial report. Responsibilities also include investment and cash management for the University. Completed various other miscellaneous financial and informational reports.

Oct 1989  
Jun 1992

Payroll Supervisor

University of Texas at El Paso - Financial Services

Supervised the payroll staff of the University, which consisted of three payroll clerks, and three part-time student assistants. Reconciled all payroll-related expenditures that amount to approximately 80% of the University's \$90 million dollar operating budget. Prepared and reviewed all state and federal reports as well as the processing of payments for all employee benefits (i.e. retirement, insurance, etc.) and any reports associated with these benefits. The position also required direct involvement in the preparation of the University's Operating Budget, Legislative Appropriations request, and the Annual Financial Report. During my tenure as payroll supervisor I was instrumental in a computer system conversion of the payroll processing system. Due to the complexity of the new system and the required accuracy of employee payroll information, I consider this to be the biggest achievement during my employment as payroll supervisor.

Sep 1988  
Oct 1989

Accountant II

University of Texas at El Paso - Controller's Office

Prepared bank account and state appropriation reconciliation, responsible for property, plant and equipment accounts stewardship, and assisted the controller with risk management for the University. Responsibilities also included developing the format of reconciliations and for formatting a portion of the annual financial report onto Lotus 1-2-3. Supervised the accounts payable section and two student assistants. Assisted the controller in the preparation of the University's annual financial report. Responsibilities required close work and cooperation with administrators at all levels of the University.

**PERSONAL:**

Professional and Civic Organizations

International Bridge Commission – City of El Paso

MALDEF Alumni Association

Kiwanis International - Past Treasurer

National Association of Colleges and Universities Business Officers (NACUBO)

Western Association of Colleges and Universities Business Officers (WACUBO)

Texas Association of State Senior College and Universities Business Officers (TASSCUBO)

American Payroll Association (APA)

Committee on Financial Reporting and Accounting Principles -

University of Texas System (COFRAP)

Past Chair of Accounting Principles Committee – TASSCUBO (APC)

Member - Accounting Principles Council – NACUBO (APC)

Recipient – NACUBO Rising Star Award - 2008

SACS Special Site Visit Committee - Florida A & M – March 2008

SACS Site Visit Committee – Troy University – April 2009

SACS Site Visit Committee – Florida International University – April 2010

Professional and Continuing Education

2012 Affiliate Faculty Member – UNT Department of Counseling and Higher Education

2010 Affiliate Faculty Member – UTEP Department of Educational Leadership and Foundations

2010 Instructor – UTEP - Higher Education Finance (Master and Doctoral)

2010 Contributing author to the NACUBO Business Officer magazine

Hernandez, Jose Carlos. “Hot Numbers.” NACUBO Business Officer July 2010.

2005 Co-Chair of UTEP’s SACS Re-accreditation Compliance Certification Committee

2005 Presenter at Association for the Study of Higher Education (ASHE)

Roundtable Discussion Presenter – “Tuition Discounting – The Privatization of American Public Higher Education”

2004 Governor’s Executive Development Program - Graduate

2002 Leadership El Paso - Graduate

1997 WACUBO Business Management Institute – 4 year program Graduate

1995 Seven Habits of Highly Effective People

Sponsored by UTEP @ UTEP

1994 Graduate of MALDEF leadership development program

1993 UTEP AWARE - leadership development program

Various management/leadership workshops

Various meetings of professional organizations listed above.