

# Tricia M. Sanders

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## Education

Bachelor of Accountancy – University of North Dakota, Grand Forks, ND • 1999

## Professional Experience

### University of Minnesota, Crookston

#### Interim Director of Finance – July 1, 2008 – present

- Same as Assistant to Vice Chancellor of Finance & University Services
- Member of Chancellor's Cabinet.
- Member of Executive Committee.
- Supervised six staff members.
- Resource Responsibility Center.
- Responsible for accounting/financial, strategic planning, financial modeling, analytical analysis functions, development of financial policies, and new program development.
- Preparation of UMC's annual budget.

#### Assistant to the Vice Chancellor of Finance & University Services – September, 2004 – Present

- Assist the Vice Chancellor with accounting/financial, strategic planning, financial modeling, analytical analysis functions, development of financial policies, and new program development.
- Coordinate the preparation of UMC's annual budget.
- Confer with central administration on various budget proposals and formulas.
- Prepare/distribute overall budget summaries to campus departments
- Continually assess UMC's current and future financial status, and prepare/present financial information to help administrator's understand key fiscal issues.
- Develop/present information/options to administrators for fiscal decision making.
- Coordinate the communication of University financial policies and procedures.
- Assess UMC's compliance with University policies and good business practices, and develop strategies to implement improvements.
- Assist Vice Chancellors, Department Heads, and campus administrators with budget and general financial questions.
- Responsible for maintaining and providing oversight of financial chart of accounts, preparing budgets analysis, review of budgets and payroll models and set up budgets.
- Primary campus contact for Enterprise Financial System replacement project, tax questions, accounting functions, budgets.
- Prepare monthly sales tax reports.
- Prepare detailed cost analysis, periodic and annual financial status reports of University funds.
- Prepare overall operating statements.
- Year end closing procedures.
- Prepare cost accumulation records on capital projects.
- Perform some campus-wide audit functions and check for improperly charged items.
- Analyze the efficiency and adequacy of established accounting procedures and processes.
- Develop and assist in the development and installation of changes and modifications in procedures or the establishment of new procedures.
- Perform backup accounting functions for other business office staff during leaves and illnesses.
- Financial Forms Nirvana approver
- Actively participate in PeopleSoft, CUFS, U of M policy training events.

#### **Interim Director of Finance – June, 2005 – August, 2006**

- Same as above.
- Member of Chancellor's Cabinet.
- Member of Executive Committee.
- Supervised six staff members.
- Resource Responsibility Center.
- Responsible for accounting/financial, strategic planning, financial modeling, analytical analysis functions, development of financial policies, and new program development.
- Preparation of UMC's annual budget.
- Assist in preparation of UMC's Compact.

#### **Accountant – July, 2003 – September, 2004**

- Assist the Vice Chancellor of Finance and Operations with financial planning and analysis projects campus wide.
- Provide budget information for faculty and staff.
- Responsible for checking, reconciling and monitoring ledger/account balances.
- Responsible for reimbursement documents.
- Prepare report reviews, statement reconciliations, and trend reports.
- Perform audit functions for travel and reimbursement accounts to ensure compliance with University policies.
- Perform student and customer service functions.
- Responsible for accounting of receipts & disbursements and monitoring transactions and accounts.
- Resolve student holds and issues with accounts/financial aid.
- Responsible for problem resolution with regard to issues including student waivers, late fees, accounting posting errors.
- Perform audit functions and maintain student tuition accounts.
- Assist with general business office operations.
- Provide direct student and customer service.
- Prepare accounting and transaction reports and worksheets.
- Perform backup accounting functions for other business office staff during leaves and illnesses.
- Actively participate in People Soft, CUFS, U of M policy training events

#### **Other Experience**

##### **Accounting Manager – Norby's Work Perks, Grand Forks, ND ▪ 1999 – 2003**

- Responsible for a budget of \$2.5 million per location.
- Manage the daily functions of accounts receivable, accounts payable, general ledger, inventory.
- Prepare and submit monthly sales tax reports.
- Reconcile asset & liability accounts each month.
- Prepare & analyze monthly financial statements.
- Maintain check register.
- Manage cash flow and advise owner of status.
- Perform back up coverage of sales floor and phones.
- Responsible for upgrading computer programs and maintaining the integrity of computer system.
- Involved in hiring and firing processes.
- Maintain records of employee benefits, payroll information, paid time off, and relay information to outside payroll firm.
- Submitted worker's compensation claims.
- Prepare yearly 1099 tax forms.

##### **Office Assistant – Minakwa Country Club, Crookston, MN▪ Summer 2002**

- Maintain accounts receivable and accounts payable.

### **Ophthalmic Assistant & Office Assistant – Crookston Eye Clinic, Crookston, MN 1997-1999**

- Assist Doctor with patients including pre-screening, contact lens care, ordering and dispensing glasses, dispensing contact lenses.
- Maintain monthly accounts payable and accounts receivable

### **Awards & Honors**

- President's Emerging Leaders Award – June 2008

### **Committee Work**

- Higher Learning Commission Steering Committee
- UMC Student Services Fees Committee
- UMC Course Fee Committee
- UMC Parking Committee
- UMC Technology Committee
- Served on various UMC search committees
- UMC Teambacker Women's Golf Committee
- Athletic Task Force Committee
- UMC Teambacker Board member, September 2007-present

### **Software Skills**

Microsoft Word, Excel, PowerPoint, Outlook, and Publisher, Windows 2000, Windows XP, Internet, CUFS, PeopleSoft, Financial Forms Nirvana, UM Reports, Team Design.