

Tricia M. Sanders

Education

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

Professional Experience

University of Minnesota, Crookston

Director of Finance – March 16, 2009 - present

Interim Director of Finance – July 1, 2008 – March 16, 2009

- 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 – June 2005

- 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.
- Complete 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.

Tricia M. Sanders, 512 4th Avenue NE, Crookston, MN 56716
218-281-6104, stsanders@gra.midco.net

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
- Labor Management Committee
- Served on various UMC search committees
- UMC Teambacker Women's Golf Committee
- Athletic Task Force Committee 2006
- UMC Teambacker Board member, September 2007-present
- Vice Chairperson – Campus Assembly 2007-2008
- Vice Chairperson – Campus Assembly 2008-2009
- Evergreen Hall Building/Design Committee 2008-2009
- Economic Impact Analysis Committee 2009-2010
- UMC Campus Master Planning Committee 2008-2010
- UMC Emergency Management Coordinating Committee 2008-2010
- Strategic Modeling Committee 2009-2010
- Strategic Planning Committee 2009-2010

Trinity Lutheran Church – Mission Endowment Fund Board Member 2009

Trinity Lutheran Church – Mission Endowment Fund Treasurer 2010 - 2012

UMC Women's Project Fund

Software Skills

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

Tricia M. Sanders, 512 4th Avenue NE, Crookston, MN 56716
218-281-6104, stsanders@gra.midco.net