

# Amanda R. Withers, MBA, CPA

## PROFESSIONAL CERTIFICATIONS

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Certified Public Accountant, State of Texas

## EXPERIENCE

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**Sam Houston State University, Huntsville, TX**

January 2010 - Present

***Chief Financial Officer and Senior Vice President for Operations, January 2022- Present***

- Provide leadership and strategic direction to over 300 staff for SHSU's Facilities, Finance, Police Department, Compliance, Insurance, Auxillaries, and Human Resources
- Collaborate with executive leadership to provide effective support for the academic and research missions
- Manage the performance, goals, and career development for staff within Finance and Operations
- Ensure facilities and financial practices follow federal and state regulations, Texas State University System, and SHSU policies and procedures, and other applicable financial and business standards
- Oversee the development and implementation of the annual budget and capital planning along with all financial accounting, audit, and reporting requirements for the institution
- Act as the business liaison with TSUS System Administration on all financial matters, including construction projects, long-term debt, salary, and benefits structure, state and federal payment issues, asset management, real estate management, and other business functions as needed
- Develop, implement, and monitor key financial and operational performance standard measures for assessing financial and operating performance to timely achieve strategic goals while maintaining business and financial controls
- Analyze the institution's short and long-term financial position, including cash flow and bond ratings, to inform executive leadership on financial outcomes related to operations and goals
- Provide business and financial strategies to achieve growth
- Current Projects:
  - Oversee the final construction phase of a \$49 million residence hall as well as the initial construction phase of a \$22 million project at Gibbs Ranch
  - Update of the SHSU Master Plan

***Assistant Vice President for Finance and Controller, May 2021 to January 2022***

Deliver strategic leadership to 60 staff in the departments of Procurement, Disbursements, Travel, Facilities Business Services, Banking and Debt Management, Financial Accounting, Research Administration, Plant Accounting, Financial Planning and Analysis, Technical Report Writing, Property, and Compliance and Insurance for a university with 21,000 students and an annual operating budget of \$435 million.

- Manage interagency agreements and contracts
- Aide in the development, assessment, and implementation of financial objectives and operational policy
- Guide strategic financial planning by evaluating cashflow and market activity
- Oversee an investment portfolio of \$400 million
- Provide proactive leadership that optimizes resources
- Maintain Controller duties below
- Accomplishments:

- Establishment of an energy management program that is expected to realize savings in excess of \$700,000 in year two and \$1 million annually thereafter
- Manage the university's financial response to COVID-19, including the oversight of HEERF funds totaling \$100 million

***Controller, August 2015- May 2021***

Oversaw the operations of 30 staff in the departments of Financial Accounting, Research Administration, Plant Accounting, Financial Planning & Analysis, Technical Report Writing, Property, and Compliance & Insurance.

- Advised the Offices of Budget, Financial Planning, Procurement and Treasury (Banking and Debt Management) on operations and the impact on SHSU operations
- Assisted Texas State University System office in their accounting, ERP Systems, and reimplementation of the chart of accounts
- Provided compilation services of financial reports as well as reimplementation of the chart of accounts for a sister institution
- Monitored reporting requirements and supervised the preparation of financial reports
- Evaluated and reviewed financial performance and expected trends
- Developed financial plans and forecasts for the university and individual business units
- Oversaw accounting and start-up of the university Charter School, including budget
- Provided accounting and financial management services for the Sam Houston University Foundation (501(c)3)
- Monitored and managed departmental annual budget
- Monitored data analytics to ensure alignment with the mission and strategic operation plan of SHSU
- Provided review and compilation services to other 501(c)3 related to the university as requested
- Accomplishments:
  - Redesigned the property inventory system to be risk based and less intrusive on departments
  - Management of \$9 million in insurance claims due to natural disasters

***Associate Controller, June 2012- August 2015***

Served as the primary accountant for all reporting functions and oversaw the chart of accounts.

- Managed accounting control, bank reconciliation, and reporting operations
- Prepared over 30 reports for state, federal, and internal uses, including the annual financial report and all accompanying notes
- Reviewed 40+ reconciliations
- Provided functional leadership and direction to a staff of 4 professional accountants
- Monitored and managed departmental annual budget
- Oversaw use of chart of accounts, approval queues, and security matrix for Banner Finance
- Provided training through in-person classes and the creation of training manuals
- Prepared the quarterly analysis and distribution of earnings for endowments and scholarship accounts
- Assembled formal procedures for chart of account maintenance and security matrix for Banner Finance
- Participated in functional analysis related to upgrades and development of accounting systems
- Analyzed current policies and procedures to determine whether revisions or new systems were necessary
- Coordinated and conducted staff and university personnel training in accounting and system operations
- Assumed the duties of the Controller in his absence

***Accountant I, II, and III, January 2010- June 2012***

Supported the preparation of financial reports while overseeing the cashflow and liquidity.

Prepared the reconciliation of the investment accounts and internal accounts.

- Assisted with accounting and finance support across campus
- Supervised student employees
- Created processes for finance functions in Banner
- Guided the finance implementation of a new ERP system and reconcile Legacy to Banner accounts
- Provided Banner Finance training across the campus
- Contributed to the preparation of reports including the Annual Financial Report
- Prepared the quarterly analysis and distribution of earnings for endowments and scholarship accounts
- Prepared the Quarterly Investment Report, Monthly Operating Report, and others
- Reviewed reconciliation on bank and general ledger accounts in order to resolve discrepancies
- Assisted in the implementation of a new ERP system

**Texas Department of Criminal Justice, Huntsville, TX**

2007-2010

***Accounting Tech II – Budget, 2008-2010***

Initiated requisitions, blanket purchase order requests, and receiving reports. Processed change orders and invoices for payment on contracts and special payment invoices. Reconciled statements and resolved discrepancies on invoices. Prepared and coordinated yearly contract renewals. Prepared, processed, and reconciled travel vouchers. Monitored budget and made budget revisions

***Accounting Tech I – Cost Accounting, 2007-2008***

Provided cost accounting entry of expenses and revenue for statewide agricultural operations, audited the entry from eleven clerks, and produced a monthly inventory report for distribution.

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## **EDUCATION**

***Certificate of Completion, College Business Management Institute, Lexington, KY***

***Master's Degree in Business Administration, Sam Houston State University, Huntsville, TX, 2009***

***Bachelor of Science, Sam Houston State University, Huntsville, TX 2005***

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## **SELECTED PRESENTATIONS**

- NACUBO New Chief Business Officers Conference, 2024
- Attributes, 2015 Ellucian Live
- Fiscal Year End, 2016 Ellucian Live
- Understanding the Basics of Finance, 2016 SHSU
- Your Chart of Accounts – Friend or Foe, 2021 Ellucian Live

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## **CURRENT PROFESSIONAL MEMBERSHIPS**

- Member, National Association of College and University Business Officers
- Member, Southern Association of College and University Business Officers

- Member, Comprehensive and Doctoral Committee (2021-present)
- Primary Member, Texas Association of College and University Business Officers
- Member, Texas Society of CPAs

## **OTHER ACTIVITIES**

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- Staff Council – 2011-2013
- SHSU Student Mentoring Program – Fall 2013
- Master Mentor – 2019
- SHSU Representative for Texas Connection Consortium
- High Potential Leadership Academy – 2018
- National Association of University and College Business Officers – Emerging Leader 2021