

KYLEY HOUCK



EXPERIENCE

2022 TO PRESENT

EXECUTIVE DIRECTOR OF FINANCIAL PLANNING AND BUDGET

SAM HOUSTON STATE UNIVERSITY, HUNTSVILLE, TEXAS

- Oversee an office of 9 FTEs
- Oversee all aspects of creating, balancing and rolling the operating budget of \$472 million for Sam Houston as well as a \$51.2 for Sul Ross State University.
- Developed and implemented advanced business and financial models, contributing to long-term financial planning and resource allocation.
- Coordinated technology enhancements to improve business processes, resulting in more efficient operations and better financial management.
- Prepared and presented complex financial reports, providing actionable insights and forecasts to senior leadership, including the CFO and Senior VP for Operations.

2021 – 2022

DIRECTOR OF FINANCIAL PLANNING AND BUDGET

SAM HOUSTON STATE UNIVERSITY, HUNTSVILLE, TEXAS

- Supervise two employees to oversee the central budget needs in state reporting, financial reporting, and financial operations
- Designated by TSUS as point person and overseer for Sul Ross State University's Budget Department due to veteran knowledge of budgetary reports and problem solving
- Serve as Budget Director for Division of University Advancement by providing detailed financial reports and budgetary input needed for major financial decisions by the division Vice President
- Created, input, and audited a vast majority of the university's Legislative Appropriations Report for the SHSU 22-23 biennium
- Create and input major state and institutional reports such as Texas State University Systems annual financial tables and Sam Houston's budget book

2015 – 2020

BUDGET ANALYST

SAM HOUSTON STATE UNIVERSITY, HUNTSVILLE, TEXAS

- Audited and all Electronic Personnel Activation Forms and Change of Budget requests that flowed through the Budget Office and notified departments of errors and budget deficits
- Analyzed fund/org combinations for departments to ensure accuracy
- Trained both in-depth and basic budget classes for new/existing employees three times a month
- Fielded large amount of budget questions from entire university and assisted them in correcting budget problems
- Worked closely with Financial Analysis and Planning in creating reports at the request of the Vice President of Finance and Operations

2013 – 2015

ADMINISTRATIVE COORDINATOR

SAM HOUSTON STATE UNIVERSITY, HUNTSVILLE, TEXAS

- Reported to both the Vice President of Finance and Operations and the Budget Office
- Managed purchases and travel vouchers, fielded phone calls and tended to various other needs of the VP's office
- Assisted in the time-sensitive entering of data required by the state for various reports such as LAR, ABEST, the annual budget book as well as the maintenance of the fund balance report
- Supported the Budget Office by answering departments' questions, activating job position numbers, informing departments of their lack of funds for Electronic Personnel Activation Forms, filing and any budget maintenance needed of the Director of Budget

2007 – 2012

PROCUREMENT CARD COORDINATOR

STEPHEN F. AUSTIN STATE UNIVERSITY, NACOGDOCHES, TX

- Managed a P-Card program of 600 procurement cards by training new employees, answering daily questions from cardholders and auditing for any fraudulent or offensive charges
- Ensured that all documentation and reports were up to the strict standards of the state guidelines in preparation of a state audit
- Served on 4 IT committees and start up teams that focused on major software executions and maintenance programs that affected the entire campus
- Revamped entire P-Card program due to the implementation of a new software operating system affecting the entire university
- Trained over 200 cardholders on new software and then mentored 2 universities on the most effective way to implement

2003 – 2007

SALES ASSOCIATE

RAYMOND JAMES AND ASSOCIATES, AUSTIN, TX

- Assisted two Financial Advisors in a team like environment to provide quality client service by maintaining and enhancing client relationships
- Served all clients' needs by opening new accounts, dispersing, and receiving monies and securities, overseeing all client transfers, and tracking day to day issues of all accounts
- Assisted in the creation of marketing plans that are aimed at possible new clients by building and maintaining websites, disbursing relative newsletters, researching, and delivering pertinent findings specific to each prospect
- Served as the Level 10 Branch Technical Liaison by being the bridge between the home office and branch on all computer and technical related issues and problems

EDUCATION

JULY 2021

MASTERS OF ART, HIGHER EDUCATION ADMINISTRATION

SAM HOUSTON STATE UNIVERSITY

- Member of Alpha Chi National Honors Society
- 4.0 GPA

JUNE 2008

BACHELOR OF SCIENCE, GENERAL BUSINESS

UNIVERSITY OF TEXAS AT SAN ANTONIO

- Relevant Coursework: Advanced Financial Accounting and Reporting, Financial Systems, and Business Communications

LEADERSHIP EXPERIENCE

CO-FOUNDER/CO-CHAIR – WE LEAD

- Built and founded the University Employee Resource group called We-LEAD which focuses on women's leadership, engagement, and development
- 20 events ranging from book clubs, professional speakers, to networking events
- Assembled a membership of 300 women and allies from across the university

MEMBER – STAFF COUNCIL

- Served on Professional Development Council and Special Events
- Assisted in major events held by Staff Council and managed all aspects of the events from start to finish

PROFESSIONAL ASSOCIATIONS

- Member of CBMI, Certified Business Managers Institute
- Member of TASSCUBO, Texas Association of State Senior College & University Business Officers

KEY SKILLS

- **Higher Education Software:** Banner, COGNOS, Chrome River, Jaggaer, Talent Management. Legislative Budget Board Portal, SIRS Portal
- **Excel Skills:** Vlookup, Pivot Tables, Macros, Formulas
- **Presentation Skills:** Training Classes, PowerPoint, Zoom, Public Speaking