

TESSY RAPPÉ

SYLVIA TERESA RAPPÉ

OBJECTIVE

To be a leader at an institution of higher education where I can utilize my work experience, accounting knowledge, and educational background and contribute to team-based industry benchmark outcomes that advance the overall goals of the university.

PROFESSIONAL EXPERIENCE

**Assistant
Vice President
Finance
& Operations**

Jan 16 - Present Sam Houston State University Huntsville, TX

Responsible for oversight of the SHSU Payroll Services, Food Service Operations, and Procurement and Business Services offices. This includes Disbursements, Travel, Student Dining, Catering Services, Retail Dining, Property and Mail services. Management includes an Executive Director with direct oversight of a team responsible for contract management, sourcing, purchasing, vendor payments, reimbursements, travel and expense, physical inventory/surplus and all mail services. The Director of Payroll and Tax Specialization leads a team covering all aspects of payroll services including, personnel actions forms, payroll benefits and deductions, tax research, tax reporting and multistate payroll processing. Both areas work closely with their colleagues and provide outstanding customer service to the campus.

Other duties include focusing on strategic planning for the Division of Finance and Operations to ensure the Division goals are aligned with the overall University goals and tracking of initiatives and related outcomes. Key in revising policy and procedures to streamline business functions for the campus. Assist Vice President of F&O with special projects as needed.

**Director/
Associate
Comptroller**

Jun 12 – Jan 16 University of Texas at El Paso El Paso, TX

Responsibilities include those as Director of Business Services listed below with duties expanded to oversight of General Accounting Services and Financial Reporting. These areas include management of treasury and assets as well as physical inventory. Oversight of preparation of the Annual Financial Report, fiscal year-end closing and all State and System reporting.

Provide leadership and direction to both the Finance and Human Resources modules for UT Share PeopleSoft 9.1 implementation project. Oversight of the newly established PeopleSoft Office that includes project management, implementation, campus training and recommendations to Executive Committee Leadership. Operating Committee member, leading operational direction and decisions for project.

**Director of
Business
Services**

Aug 03 - May 12 University of Texas at El Paso El Paso, TX

Responsible for direct supervision of the Payroll, Accounts Payable, and Special Projects Accounting offices. Manage and direct all activities for the business services aspect of the University's accounting functions. This includes all disbursements, travel, and tax reporting. Develop and implement new university policy and procedures related to these functions. Responsible for development and implementation of department strategic operating plan. Lead these departments in implementing new systems such as SciQuest for e-procurement, Glacier for NRA tax reporting and serving as UTEP delegate for UT System Travel Management Program. Assist Associate Vice President/Comptroller as needed with special projects.

**Payroll/Tax
Manager**

Mar 99 - Jul 03 University of Texas at El Paso El Paso, TX

Manage and account for annual payroll expenditures exceeding \$100 million. Reconcile payroll ledgers and subsidiary asset and liability accounts on a monthly basis. Create and document payroll procedures and process manuals. Conduct training and implement procedures for changes to tax policy. Compute, prepare, and file all federal tax documentation. Serve as the University expert on nonresident alien employment taxation and payroll tax issues.

**Financial
Analyst**

Nov 95 - Feb 99 University of Texas at El Paso El Paso, TX

Primary responsibility is the coordination and preparation of the University's annual financial report (AFR). Responsible for planning and directing accounting activities within the Financial Reporting section. Communicating and coordinating accounting practices and procedures with department managers, reporting agencies and internal and external stakeholders. Management of the preparation of various financial statements and reports, including procedures and workflow to expedite the completion of the AFR. Maintain and account for all plant fund accounting activity. Assist in the preparation of the annual operating budget, legislative appropriations request, and assist Comptroller with various special projects as needed.

**Eligibility
Specialist**

Feb 94- Oct 95 Health & Human Services Texas El Paso, TX

Interview clients to gather information to determine eligibility for benefits. Conduct periodic and special reviews to determine continued eligibility and benefit level. Process changes to client status, overpayments and adjust benefits as necessary to ensure accurate and timely case management. Document case records and answer client questions.

EDUCATION

Bachelors of Business Administration

The University of Texas at El Paso

December 1992 - Major in Accounting

QUALIFICATIONS

Highly motivated, responsible individual with proven accounting, administrative, supervisory, management, and organizational skills. Over 21 years of higher education fund accounting work experience. Focused on high standards and teamwork to obtain optimal results. Excellent verbal and written communication skills. Extensive experience working in a university culture and familiarity with what drives a university community. Knowledge of all Microsoft Office applications, DEFINE, USAS, PeopleSoft, SciQuest (Jaggaer) applications. Familiarity with Banner Ellucian.

PROFESSIONAL AND CONTINUING EDUCATION

Member:

- National Association of College and University Business Officers (NACUBO)
- Western/Southern Association of College and University Business Officers (WACUBO/SACUBO)
- Texas Association of Senior Colleges and University Business Officers (TASCUBO)
- American Payroll Association (APA)
- Texas Association of Payroll Professionals for State Colleges and Universities (TAPPSCU)
- UTEP-President's Women's Advisory Council
- UTEP-President's Information Technology Strategy Council
- Greater Houston Partnership-Women's Business Alliance

Participant/Graduate:

- 2012 Steering Committee Chair/Operating Committee-PeopleSoft/UT Share
- 2011 Leadership El Paso Class 33
- 2010 State Employee Charitable Campaign UTEP Chair
- 2006 WACUBO Business Management Institute
- 2000 Achievement Through Leadership