

# AMANDA R. WITHERS, MBA

CPA Candidate

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## Education

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

**Bachelor of Science, 2005**  
*Sam Houston State University, Huntsville, Texas*  
Earned a double minor in Political Science and Criminal Justice

## *Professional Experience*

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### Sam Houston State University

#### Controller, Interim

August 2015-Current

Direct all accounting and reporting functions for a university of 20,000+ students with annual operating expense of \$300 million +.

- ❖ Assist Texas State University System office in their accounting and ERP System
- ❖ Reimplementation of TSU system office chart of accounts
- ❖ Oversee operations of 16 staff members in accounting, research administration, and financial planning & analysis
- ❖ Manage the areas of accounting control, reconciliation, and reporting
- ❖ Monitor reporting requirements and supervise the preparation of financial reports required by stakeholders
- ❖ Participate in functional analysis related to upgrades and development of accounting systems
- ❖ Assisted in a transition from compliance oriented to customer focused
- ❖ Oversee accounting and start-up of University Charter School, including budget

#### Associate Controller- Financial Reporting

June 2012-August 2015

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

- ❖ Prepare over 30 reports for state, federal, and internal uses, including the annual financial report and all accompanying notes
- ❖ Review and monitor the use of all funds, accounts, and program codes across campus to ensure reporting accuracy including preparing financial reporting corrections via journal entries
- ❖ Review 40+ bank reconciliations
- ❖ Provide Banner Finance and Budget training across the campus
- ❖ Assist campus users with accounting, budget, COGNOS, and Banner specific questions
- ❖ Supervise five professional accountants and multiple student employees
- ❖ Oversee use of chart of accounts, approval queues, and security matrix for Banner Finance
- ❖ Create and update training manuals for COGNOS reports
- ❖ Prepare the quarterly analysis and distribution of earnings for endowments and scholarship accounts
- ❖ Assemble formal procedures for chart of account maintenance and security matrix for Banner Finance

#### Accountant III

April 2011-June 2012

Support the preparation of financial reports and support campus users by performing the following:

- ❖ Reconcile Legacy to Banner accounts
- ❖ Provide Banner Finance training across the campus
- ❖ Assist campus users with both accounting and Banner specific questions
- ❖ Contribute to the preparation of the major reports including the Annual Financial Report
- ❖ Prepare the quarterly analysis and distribution of earnings for endowments and scholarship accounts
- ❖ Prepare the Quarterly Investment Report

- ❖ Review reconciliation on bank and general ledger accounts in order to resolve the discrepancies
- ❖ Supervise student employees of the Controller's Office

## **Accountant I and II**

January 2010-April 2011

Oversee the daily cash activity and make the necessary entries to reflect the transfers, interest, deposits, ACH for the local depository, high-liquid investments, and long term investments. Prepared the reconciliation of the investment accounts and several internal accounts. Other duties included:

- ❖ Assist with support across campus for the endowment/scholarship accounts
- ❖ Prepare and processed interdepartmental charges
- ❖ Supervise student employees
- ❖ Complete the monthly operating report
- ❖ Prepare and process interdepartmental charges
- ❖ Create processes for finance functions in Banner
- ❖ Assist in the implementation of a new ERP system

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## **Texas Department of Criminal Justice**

### **Accounting Tech II- Budget**

2008-2010

Initiate requisitions, blanket purchase order requests, and receiving reports. Process change orders and invoices for payment on contracts and special payment invoices.

- ❖ Provide training and assist the unit level clerks for the ADPICS purchasing system
- ❖ Reconcile statements and resolved discrepancies on invoices
- ❖ Prepare and coordinate yearly contract renewals
- ❖ Prepare, process, and reconcile travel vouchers
- ❖ Assist employees with using the Pathway program for procurement cards
- ❖ Contact and assist outside vendors with policies and procedures
- ❖ Monitor budget and made budget revisions

### **Accounting Tech I- Cost Accounting**

2007-2008

Provide cost accounting entry of expenses and revenue for agricultural operations, audit the entry from eleven clerks, and produce a monthly inventory report for distribution.

- ❖ Provide training to the unit level clerks on the accounting system
- ❖ Edit, re-write, and maintain procedures for FBS (accounting system) for the clerks to use
- ❖ Compile interim reports for program supervisors to assist in their on-going decision-making

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## **First National Bank-Gilmer, Texas**

### **Teller Supervisor**

2006-2007

Supervise eight tellers, the operations of all give branch's tellers, and audit teller and vault cash. Handle customer complaints, assist customers with bookkeeping, and maintain customer information. Other duties include producing monthly reports and presentations for board of directors meetings, analyzing reports to monitor individual's efficiency and productivity, and scheduling tellers

and bank officers.

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## **Other Professional Activities and Training**

Staff Council 2011-2013

SHSU representative for Texas Connection Consortium

SHSU Student Mentoring Program Mentor - Fall 2013

Ellucian Live- Banner Finance 2012, 2013, 2014, 2015

National Association of College Business Officers – Intermediate Accounting Forum – January 2014

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## **Conference Presentations and Consulting Work**

2015- Attributes, Ellucian Live, New Orleans, Louisiana

2016- Fiscal Year End, Ellucian Live, Denver, Colorado

2016- Understanding the Basics of Finance, Professional Development Day- Sam Houston State University

## **Committees**

2016- 2017 Resident classification

2016- 2017 ERP sub committee – Reporting and Data Modeling

2016 - 2017 – Data Standards

2016- 2017 ERP committee

2016- 2017 60x30 reducing student debt