

LESLIE T. ANDERSON, CPA, MBA

November 11, 2012

Office of Human Resources
Missouri State University
Springfield, MO

Dear Sir or Madam:

Please accept this cover letter and résumé as an introduction and overview. My background includes more than fifteen years of progressive accounting experience in both private and public accounting with the last five years concentrated in higher education. As an energetic, analytical, organized and highly ethical professional I excel in challenging environments where change is constant and continual improvement is valued. I would like to continue to advance my career in a position where my previous experiences provide a solid foundation and afford me the opportunity to gain further knowledge and experience while working in a fast-paced, strategically focused environment.

As an executive administrator in higher education, I endeavor to serve students, faculty, staff, and my community through open and honest communication, transparency of process, and accountability for results. As a leader, I endeavor to empower others by continually providing and seeking knowledge and experience. As a community member, I endeavor to support and participate in activities that focus on providing various educational opportunities for students of all ages.

During my service at Black Hawk College I have been able to positively impact the institution in many ways through proactive communication and a commitment to ensuring a solid understanding of the financial position and processes of the institution. Accomplishments include, but are not limited to:

- Implementation of student and staff ID card program with electronic refunds for students
- Implementation of Budgeting for Outcomes (BFO)
- Development and implementation of Finance 101 and 102 for College staff and budget managers
- Development and implementation of a capital budgeting process
- Implementation of electronic vendor payments, W-2s, and 1098Ts
- GFOA Distinguished Budget Presentation award winner
- GFOA Certificate of Excellence in Financial Presentation achievement
- Proposal and acceptance of Fund Balance, Debt, and Risk Management Board Policies
- Development of the Risk Management office
- Development of the FY11-FY13 Financial Plan
- Administration representative on the College's most recent Presidential Search Committee
- Development of Finance Division dashboards
- Successfully transitioning accounting responsibilities for College Foundations to College personnel
- Implemented several information systems changes to improve effectiveness and efficiency

As a Six Sigma Black Belt, I am extremely interested in and committed to the concepts of quality and continuous improvement as well as the accomplishment of strategic objectives. The following table provides examples of my personal achievements as they pertain to the Black Hawk College's most recent strategic plan.

Strategic Priorities	Examples of Achievement
Learning Excellence	☐ Development and presentation of a Financial Overview session included in the Leadership Workshop series completed by all student leaders ☐ Development of a comprehensive Accounting and Finance internship program open to all area college students
Engaging Learners and the Community	☐ Sherrard Unit 200 School Board Member ☐ Villa Montessori Board Member and Treasurer Speaking to area high school students about careers in accounting, finance, and higher education at College day ☐ Junior Achievement volunteer at Sherrard High School
Accountability	☐ Member of capital committee responsible for prioritizing construction, renovation, and improvement projects district wide ☐ Co-chair of the Student Services Center project committee
Resource Optimization	☐ Development and implementation of a Fund Balance Policy requiring at least 17% of annual expenditures be held in reserves for both the operating funds and the Employee Benefit Trust Fund ☐ Implementation of strategically aligned budgeting process
Networking Employees	☐ Prepare and present annual funding report to Insurance Oversight Committee communicating Employee Benefit Trust reserves to labor leaders ☐ CQIN project champion for improving institutional communication

I believe that my professional and educational accomplishments make me well suited for the Chief Financial Officer at Missouri State University. I welcome the opportunity to speak with you further regarding this position and the positive impact I believe I can have at Missouri State University and appreciate your confidential treatment of this inquiry.

Respectfully yours,

Lealie J. Anderson

LESLIE T. ANDERSON, CPA, MBA

WORK EXPERIENCE

2007 – Present Black Hawk College Moline, IL
Chief Financial Officer/Vice President for Finance & Board Treasurer (03/10 to Present)
Adjunct Accounting Faculty (08/12 to Present)
Interim Vice President for Finance & Board Treasurer (08/09-03/10)
Director of Accounting Services (01/08 – 08/09)
Manager of Accounting Services (03/07 – 01/08)

- Manage a staff of professionals responsible for payroll, accounts payable, general ledger, budgeting, cash accounting, asset control, finance information systems, purchasing, risk management, grants & foundations accounting, internal audit, and accounts receivable.
- Prepare monthly financial statements distributed to the Board of Trustees.
- As a member of the Executive Cabinet, participate and contribute to the strategic planning process as well as develop and implement institutional financial plans using historical and projected data.
- Responsible for the annual budget (\$89M) and annual audit (CAFR) processes.
- Create College policies and procedures governing accounting and finance processes and develop training programs to ensure institutional understanding and compliance.
- Manage college investments to achieve maximum rate of return within the guidelines of the investment policy.
- Responsible for securing debt and ensuring timely expenditure and repayment.
- Responsible for calculating property tax rate components and ensuring compliance with expenditure requirements.
- Responsible for overseeing continuous quality improvement projects as well as ensuring continual improvement in financial related processes and procedures.
- Responsible for financial analysis on special projects at the request of the Board of Trustees, President, or Administration.
- Member of Capital Committee, Insurance Oversight Committee, Labor Management Council, President's Cabinet, Strategic Planning Committee, and Continuous Quality Improvement Network (CQIN) team.

2006 – 2007 H&R Accounts, Inc. Moline, IL
Controller

- Responsible for payroll, accounts payable, accounts receivable, fixed assets, income tax, and general ledger as well as finance information systems implementation and maintenance.
- Responsible for successful migration from cash basis accounting to accrual based accounting.
- Prepare and certify monthly financial statements prepared for various parties, including lending institutions and investors.
- Responsible for monitoring compliance with all debt covenants and ensuring efficient use of liquid assets.
- Create policies and procedures governing corporate accounting and finance processes.
- Perform cost benefit analysis on all recommended strategies and potential acquisition opportunities.

2004 – 2006 John Deere Health Moline, IL
Senior Business Analyst – Business Development

- Responsible for operating plan project financial analysis including calculating internal rate of return, return on investment, net present value of return, and payback period and subsequently reporting results directly to the CFO along with other Senior Executives.
- Perform business development opportunity research for joint ventures, acquisitions, and dispositions and subsequently prepare business cases to convey findings and course of action.
- Conduct supplier viability analysis of all new vendors to determine their financial standing, develop a credit score, and evaluate long-term stability.
- Evaluate new products/markets, prepare projected financials, develop thorough business cases, and convey findings to Senior Executives.
- Act as project manager for teams related to new products developed and implemented.
- Assist with process improvement identification and implementation.

2001 – 2004 Eagle Food Centers, Inc. Milan, IL
Senior Accountant

- Responsible for Oracle Financials System Administration which consisted of monitoring, analyzing and posting all general ledger entries, including inventory, accounts receivable and payable, as well as the preliminary review and final distribution of financial statements.
- Managed all corporate capital assets and provided in-depth quarterly analysis on capital budgets and spending. Completed approximately \$6.6 million clean up of fixed asset system.
- Designed and implemented a Vendor Statement Audit that allowed the company to recover approximately \$100,000 in one fiscal year for credits due and overpayments made.
- Designed, developed, and delivered a corporate Capitalization Policy, Record Retention Policy, Tax Basis Financial Reports, and various accounting procedure manuals.
- Prepared consolidated corporate income tax return and all supporting schedules as well as researched corporate income tax issues.

2000 – 2001 McGladrey & Pullen, LLP Galesburg, IL
Staff Accountant

- Responsible for audits, review, and compilations of non-profit and governmental units.
- Responsible for tax return preparation for individuals, corporations, partnerships, benefit plans, and trusts.

EDUCATION

2004 - 2005 Western Illinois University Masters of Moline, IL
Business Administration

1997 - 1999 Western Illinois University Bachelor of Moline, IL
Business in Accounting

1995 - 1997 Black Hawk College Associates Degree in Moline, IL
Accounting

CERTIFICATIONS AND AWARDS

Illinois Certified Public Accountant, Certified Six Sigma Black Belt, and recipient of the GFOA Distinguished Budget Presentation & Certificate of Excellence in Financial Reporting Awards.