

MARILYN W. MAYNARD, CPA

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Summary

High integrity senior financial officer with extensive experience in the financial management and administration of large complex financial operation with multiple locations. Major strengths in compliance, customer service, reporting, project implementation, problem solving, and interaction with all levels of management. Areas of leadership and compliance experience:

- Payroll
- Tax and Tax Reporting
- Financial Reporting – Internal, External
- Equipment Management
- Receivables, Payables, Travel, Cashiering
- Student Receivables, Fee Assessed, Collections
- Policy Creation, Implementation, Compliance
- Training - Processes, Compliance
- Internal Control Compliance
- System Implementations
- PCI Compliance
- Security – Financial System, Banking
- Banking, Online Banking, Credit Cards, ACH, Endowments, Purchasing Card

Career History

Prairie View A&M University (PVAMU) Prairie View, Texas **2006-current**

Assistant Vice President for Financial Services

Provide financial leadership to PVAMU (\$400 million budget) through direction to Payables, Payroll, Travel, Receivables, Student Assessment, Cash Management, Compliance, Reporting

- Student Receivable lead for student system implementation
- Initiated and implemented direct deposit for student refunds, 70% acceptance for first refund
- Initiated and implemented on line bill payments
- Provided leadership for compliance
- Increased communication between Registrar, Student Financial Aid, and Student Receivables
- Increased training for staff and customers
- Improved web page information, access to information and resources, and customer service

Texas A&M University (TAMU) College Station, Texas

Associate Vice President and Controller (2004-2005)

2004-2005

Provided financial leadership to TAMU (\$1 billion budget), TAMUG (Galveston, Texas) (\$30 million budget), and TAMUQ (Doha, Qatar) (\$50 million budget), served on CFO Executive Team and President's Financial Briefing Team

- Consolidated all business administrative departments as one team improving customer service, more efficient processing, and better resources
- Initiated and implemented increased training for all staff and departmental training on fiscal related procedures, processes, and compliance
- Financial lead for third party reviews of TAMU
- Researched utility billings process, space inventory reports, and state procedures for utility funding to provide more accurate billing data, increase training on impacts of state funding
- Developed strategy for implementation of parts of Sarbanes Oxley for the university
- Liaison for TAMU during audits and financial reviews from outside entities

Assistant Vice President and Director of Financial Management Services **1999-2004**

Plan, led, and directed day to day operations of TAMU service units of Financial Management Operations, Fiscal Accounting Support Services, and Financial Management Services Department for TAMUG and TAMUQ

- Initiated, developed, and implemented rules, procedures, guidelines, internal controls, new system interfaces that provided better controls for internal controls, cash handling, processes and compliance with federal, state, international laws, reporting
- Co-led with all division of finance directors an initiative to improve IT support for our division to provide the most up to date and informative data on line for our customers and new system implementations to help streamline processes
- Co-led with Purchasing Services Director - initiative for Purchasing Card negotiations to include Historically Underutilized Businesses (HUB) reporting and travel software, HUB purchases increased from 11% to over 20%, received TAMU award for the progress in increasing HUB purchases and more accurate reporting
- Initiated, led, and implemented with Director of Student Financial Services on-line web payments – e-checks and credit cards, results provided easier better quality of service to customers, reduction of in house processes, decrease cash handling risk, 24 hour payment availability, reconciliation efficiencies
- Initiated an outside review of Accounts Payable payment process, security, check fraud, processing efficiencies, better check control; results for the 4 year review yielded around \$60k in duplicate payments, no significant findings were found
- Initiated and implemented better communication between various levels within the division of finance and within the university; resulted in many peer groups forming to discuss and resolve compliance and reporting issues, created list serves for faster communication
- Nominated and selected as one of the Top 100 Women Leaders in the State of Texas

Assistant Controller **1989-1999**

Managed fiscal operations for TAMU and TAMUG

- Changed the culture of the financial departments to a service provider instead of a policing department; through increased training, easier access to procedures and policies, explaining reasons for certain rules, etc.
- Financial lead for implementation of new accounting, fixed asset, sponsored research, purchasing, receivable system to replace 30 year old system; developed security for on line access and update, implementation completed without additional staffing, on time, on budget and balanced, and developed user friendly reports that did not exist in the prior system, developed training for new system
- Served as the financial lead and advisor for the restructuring of the financial processes for the TAMUG fiscal office, reduced staff, changed the culture of the department to a service department, balanced accounts, and provided accurate and meaningful reports to management
- Led the implementation of the Texas A&M University System (TAMUS) wide interface with the state wide accounting system - USAS, served on advisory committee to State of Texas Deputy Controller, project was completed on time with detail reference material and TAMUS accounting system modification to make the transition easy for all TAMUS components
- Initiated and implemented use of the WEB for financial guidelines, processes, training, etc. (<http://finance.tamu.edu/>), provided easy access to procedures

Previous experience included working for large local public accounting firms in Waco and San Antonio, Texas. Performed and led audits, write ups, and tax preparation. Clients included oil and gas, construction, banks, non profits

Education

BBA in Accounting

Texas A&M University

College Station, Texas