

Betty Ricks
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SKILLS SUMMARY

Background in budgeting, reconciliation and payroll processing. Extensive skills in state appropriation cash management, Legislative Appropriation Request preparation, Accounts receivable, accounts payable and cashier functions.

ACCOMPLISHMENTS

- *Development WEB time sheet*
- *Implementation of the Employee Payroll Action (EPA) Request – WEB based appointments and eliminates paper documents.*
- *Time-Traq – on line time entry, eliminated paper-time sheet and provided time tracking.*
- *Employee Wage Request-On line hourly employee appointment mechanism that eliminated paper documents.*
- *Departmental Budget Request – Web based automated budget process, electronic routes and approves.*

EMPLOYMENT

Director of Budgets and Reconciliations
Prairie View A&M University
Prairie View, Texas 77446

2007 - Present

- *Oversee the budgetary process: Prepare annual proposed budget calendar, distribute budget instructions and allocations to departmental units.*
- *Review expenditure and revenue request to determine if properly prepared and that requested funds are justified, realistic and appropriated. Submit collective data from departmental units to the Vice-President for Business Affairs for review and approval. Oversee preparation of the Annual Operating Budget.*
- *Oversee preparation of the biennial Legislative Request.*
- *Review and approve PAWS hiring actions and Hiring Proposals.*
- *Monitor the reconciliation of local, state bank accounts, receivable accounts and General Ledger Accounts that falls under the umbrella of Business Affairs.*
- *CAFR – General Revenue Reconciliation, enter collected data into USAS for Pass Through and Due To/From. Prepare The Schedule of General Revenue Appropriation Item Transfers and Proportional Funding Report.*
- *Prepares the Appropriation Allocation Request and manage State Appropriation allocations. Reconcile State Appropriation to FAMIS.*
- *Oversee ABEST/USAS quarterly reconciliation.*

**Manager of Budgets and
Payroll/Assistant Controller**
Prairie View A&M University

1998 - 2007

Prairie View, Texas 77446

- Planned and managed the activities of the Budget Office, Payroll and Reconciliations.
- Prepared the Annual Operating Budget.
- Prepared State Appropriation budgets, journal and expenditure transfers within the Uniform Statewide Accounting System (USAS). Overseer of the ABEST/USAS quarterly reconciliation, Binding Encumbrance and Payable Reports.
- Manage the preparation of the Biennial Legislative Request and enter in LBB data base.
- Prepared the General Revenue CAFR reconciliation, record Pass-Thru, Due To/Form entries. Reconcile the State Appropriation Allocation to FAMIS.
- Performed duties of Controller in his absence. Authorized check signer. Managed seven full-time employees.

Manager of Budgets and Payroll 1992 - 1998
Prairie View A&M University

Prairie View, Texas 77446

- Reconciled state and local bank accounts. Interfaced with the State Comptroller as required regarding budgetary and cash transactions.
- Managed and supervised payroll accounting and staff benefits.
- Managed and supervised budgetary functions. Accountable for monitoring departmental budget balances. Compiled the University's budget submitted from the departmental level within the University.
- Managed seven full-time employees.

Manager of Financial Reporting 1987-1992
Prairie View A&M University

Prairie View, Texas 77446

- Maintained and reconciled 259 State Appropriation Accounts.
- Interfaced with the State Comptroller regarding budget revision, payroll inquiries, and cash management inquiries.
- Supervised three-full time employees.

Manager of Financial Reporting 1987-1992
Prairie View A&M University

Prairie View, Texas 77446

- Maintained and reconciled 259 State Appropriation Accounts.
- Interfaced with the State Comptroller regarding budget revision, payroll inquiries, and cash management inquiries.
- Supervised three-full time employees.

System Analysis 1986-1987
Prairie View A&M University

Prairie View, Texas 77446

- *Maintained and reconciled 19 local bank accounts.*
- *Assisted with the Annual Report, Registration and Travel Receivable.*

Business Manager

1983-1986

The University of Texas at Tyler

Tyler Texas 75701

- *Managed and supervised the University Cashier functions, payroll accounting and reporting, accounts payable, reconciliation, cashier registration collection and disbursement.*
- *Responsible for collection and accountability of all university funds.*
- *Coordinated registration and provided daily consultation to students on tuition installment repayment methods, returned checks, fines and various financial matters.*
- *Supervised eight full-time employees.*

Director of Personnel and Payroll

1982-1983

The University of Texas at Tyler

Tyler Texas 75701

- *Coordinated the operation of all phases of the Personnel/Payroll Department. Responsible for sound personnel and payroll practices in the job classification and compensation plan.*
- *Interpreted policies and rules pertaining to employee accounting and reporting*
- *Streamlined the payroll operations through redesign of the Personnel Action Forms.*
- *Supervised two full-time employees.*

Assistant Controller – Payroll

1981-1982

**The University of Houston System
Administration**

Houston, Texas 77023

- *Responsibility included management and supervision of the payroll department with an average payroll of \$8.2 million monthly.*
- *Other responsibilities – maintained payroll deduction records and audited and distributed departmental and governmental payroll outputs, prepared departmental budgets, developed procedures for payroll workflow. Identified payroll requirement and developed specification for such.*
- *Supervised two managers with a staff of 22 full-time employees.*

Additional Experiences:

1979-1981 - University of Houston System Administration. *Responsibility included analyzing accounting transactions, evaluating the adequacy and effectiveness of management controls over operations, determine whether organizational compliance with institutional policies and applicable laws and regulations.*

1971-1976 – University of Houston Downtown Campus. *Conducted Student exit interviews and expedited loan transmittals.*

1975-1976 – Harris County Health Department – Administrative Assistant. *Prepared Budgets, contracts and various governmental reports.*

1973-1974 – Southwest Center for Urban Research (SCUR) as a full-time charge Bookkeeper (Funded by the University of Houston Central Campus). *Prepared project budgets, contracts and grants. Maintained all financial records and reconciliations.*

1969-1972 – University of Houston Central Campus – Accounts Payable

EDUCATION

Bachelor of Science in Accounting – University of Houston

Our Lady of the Lake University – Course work toward Masters – Management Theory and Practices, Legal Environment of Business, and Management Control System

INTERESTS

Writing Poetry, Tai Chi, reading, listening to music, and Yoga