

Curriculum Vitae

Michael Jones, CPA

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Executive-level experience in higher education coupled with the unique qualities and management expertise to provide effective leadership that ensures continued growth and development.

Core competencies encompass administration of operations, fiscal and budgetary affairs, strategic planning and execution, student services, human resources, facility management, and fund raising/development. Politically astute decision-maker with expertise in interacting effectively and partnering with university/college internal and external constituencies, governing boards, foundations, committees, governmental agencies, business and industry as well as grass root efforts. Proven track record of formulating a vision; conveying expectations; negotiating viable courses of action; bringing energy, enthusiasm and passion to empower others, and together, achieving significant results.

EDUCATION

Certified Public Accountant- 2001

Licensed: Louisiana, Alabama

Southern University and A & M College – Baton Rouge, LA

Master's Degree, Professional Accountancy, 1997

Bachelor's Degree, Accounting, 1988

Louisiana State University – Baton Rouge, LA

Graduate Studies – E. J. Ourso College of Business

ADMINISTRATIVE & ACADEMIC EXPERIENCE

ALABAMA A&M UNIVERSITY – Normal, Alabama

Progressive responsibility and achievement, August 2009 to present.

Alabama A&M University Foundation (August 2010 – Present)

Chief Financial Officer-CFO

Direct fiscal management; administer \$55 million operating budget and endowment fund. Provide leadership in all aspects of financial management to foundation Director in the areas of budget preparation, financial statement Preparation, investment portfolio analysis, preparation of board reports, reporting to Foundation Board of Director's; reporting to donors and grantors, and administering best practices and methodologies to enhance the efficiency and effectiveness of operations.

- Prepare annual operating budget of Foundation. Present annual budget at board meetings, field questions and receive approval of Board of Directors.
- Review financial transactions and prepare monthly financial statements.
- Manage \$44 million endowment fund.
- Monitor compliance with fund management policy and investment strategy with endowment fund managers.

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ALABAMA A&M UNIVERSITY (Cont)

- Serve as Ex-officio Board Member to serve on Bond and Finance Committee on Foundation Board.
- Led the negotiation for a \$6.3 million line of credit. Initiated, and currently leading a team to increase the Moody's Bond Rating which will result in improving the University's capacity to borrow resources for the institution.
- Serve as liaison to external CPA firm to provide financial statements and schedules necessary to complete annual audit.

Alabama A&M University (August 2009 – August 2010)

Financial Consultant to the Office of the President and EVP/COO

Served as principal advisor to the President, and Executive Vice President as a member of their transition team upon their arrival to the University. Conducted assessment of the Strengths Weaknesses Opportunities and Threats to the Division of Finance and Administration. As well as assist in development of response to the Southern Association of Colleges and Schools on behalf of the University and also assisted in management of all facets of the daily operations of the organizational unit, ensuring compliance with all relevant laws, regulations, policies, and operating agreements.

- Designed, established, and maintained an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversaw recruitment, training, supervision, and evaluation of unit personnel.
- Advised the President and senior leadership on tactics to position the institution with civic and business leadership, alumni, and regionally-elected representatives on issues that had a direct, strategic impact on the core initiatives.
- Interacted with senior university, industry, government, community officials and stakeholders in the representation and development of strategic program endeavors.
- Instrumental in implementing the University's conversion to the Banner financial software systems.

CITIZENS CONSULTING, INC. – New Orleans, Louisiana

Three years of progressive responsibility and achievement, August 2006 to July 2009.

Comptroller/COO (August 2006 – July 2009)

Managed 50 employees in the processing of full accounting and administrative functions for 57 non-profit entities nationwide to include centralized payroll, monthly accounting processing, monthly financial statement preparation, monthly A/P processing, human resources administration, administration of health benefit plan, and administration of Defined Benefit Pension Plan.

- Prepared 33.5 million dollar annual operating budget and presented to Board of Supervisors.
- Managed processing of monthly financial statements for 57 entities.
- Managed centralized payroll of approximately 1500 checks nationwide.
- Managed administration of corporate health/pension plan to 1500 employees.
- Developed internal operations policies and procedures manual.
- Completed (PBC) Prepared by Client list for external auditors for 25 concurrent audits.
- Received unqualified opinions on all audits during my employ.
- Completed financial statements for preparation of Form 990 by external auditors.
- Prepared schedules for A-133 audits of expenditures of federal awards.

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LUTHER SPEIGHT & COMPANY, CPAs, LLC - New Orleans, Louisiana

Two years of progressive responsibility and achievement, July 2004 to July 2006.

Audit Manager (July 2004 – July 2006)

Oversee the performance of financial, operational, and compliance audits and management consulting engagements of municipal governments, corporations, nonprofit entities and colleges and universities, to include preparation of 10ks, 10Qs, A-133 Audits of expenditures of federal awards, and federal Yellowbook audits.

- Reviewed, evaluated, and designed internal control structures and guidelines for multiple entities.
- Prepared OMB Circular A-133 financial and compliance audit over expenditure of U.S. Department of Education Title IV funds.
- Prepared Independent Auditor report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards.
- Prepared and evaluated Scheduled of Findings, Recommendations and Questioned Costs.
- Prepared Memorandum of Recommendations on The Internal Control Structure and Other Matters.

BARBER-SCOTIA COLLEGE – Concord, North Carolina

Two years of progressive responsibility and achievement, March 2002 to June 2004.

Vice President, Fiscal and Administrative Affairs (March 2002 –June 2004)

Directed all functions of the Fiscal Affairs Division comprised of 4 units with 100 professionals and support staff, encompassing Athletics, Campus Security, Food Service, and Student Financial Aid. Managed and executed \$14 million divisional operating budget in accordance with College's procedures. Served as principal financial advisor to the President, and provided support in dealing with a range of college development projects. Served as President's primary liaison with College's Board of Trustees, government, and community leadership on strategic and financial matters.

- Planned and implemented strategic plan to achieve College objectives. Developed goals and objectives, financial forecasting, and projected financial stability of the institution.
- Provided strategic plan to successfully increase collection percentage of student receivables by 80%.
- Developed and negotiated payment plan to reduce A/P debt, negotiated all vendor contracts.
- Led negotiations for new food services contract, resulting in contemporary and user-friendly food court system.
- Developed and implemented policies and procedures to streamline requisition process.
- Completed conversion of accounting software from (CMDS) Computer Managed Data System to Jenzabar®.
- Resolved audit findings with Dept of Education funds from \$571.350 down to zero.
- Performed treasury function on all financial transactions of the college.
- Implemented new internal control check signatory procedures.
- Spearheaded multi-million dollar renovation and upgrade of 2 residence halls buildings.
- Completed multi-million dollar repairs and upgrades to student resident halls including roofs, replacement of carpeting with tile, painting, and furnishings.

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TEXAS COLLEGE – Tyler, Texas

Controller/Assistant Vice President for Finance& Administration (July 2001– February 2002)

Provided leadership to a staff of 15 encompassing the functions of general accounting, accounts payable, accounts receivable, cashiering, payroll, student receivables and the purchasing function.

- Officiated as principle financial team leader in developing Texas College's response and accompanying plan which resulted in removal of the College from suspension by the Southern Association of Colleges.
- Supervised Business Office and all cash transactions of the College.
- Developed and implemented strategies which optimized use of federal, state, and institutional resources to assist students in fulfilling academic, personal, social, and career objectives.
- Apprised the Vice President for Finance of the College's financial status, the effects of changes in policy and regulations, changes in procedure, and changes in business practices to assist in decision making.
- Prepared Integrated Post-Secondary Education Data system (IPEDS)-Finance Component, annual report submitted to the National Center for National Statistics.
- Audit Coordinator for the annual financial and compliance audit necessary to complete the College's response to the Southern Association of Colleges.
- Prepared financial data i.e. budget, actual and budget to actual expenditures in comparative chart formats by function and object classification, and prepared performance ratios to demonstrate financial stability to support the College's programs and objectives.
- Completed conversion of accounting records from manual record keeping to (CMDS) Computer Management Data System Fund Accounting software.
- Designed internal audit procedures which produced recovery of misappropriated funds.
- Completed corrective action report in response to prior year audit findings.

WASTE MANAGEMENT, INC. Walker, Louisiana

Assistant District Controller (October 1998 – February 2000)

Provided leadership in the management of receipts and disbursements of a \$25 million waste hauling company, to include all functions of payroll, accounts payable, accounts receivable and financial statement preparation.

- Performed monthly cash and general ledger reconciliations.
- Performed all monthly close procedures.
- Approved all major asset purchases.
- Prepared timely monthly financial statements.
- Reconciled \$250,000 intercompany variance between 50 district offices.
- Developed and implemented policies and procedures to provide safeguard of assets.
- Audit coordinator to complete annual financial audit.

PUBICATIONS/ TECHNICAL REPORTS & WORKSHOPS

Publications/Technical Reports

2013 "Alabama A&M University Foundation, Inc. Manual on policies and Procedures for A/P: Travel Reimbursement"

2011 "Analysis of Interest Earned and Disbursements Made on Alabama A&M University's Trust for Educational Excellence Endowment Fund"

2009 "Response to SACS Accreditation Committee Core Requirement 2.11.1 Alabama A&M University

2003 "Response to the Report of the SACS Accreditation Committee," Barber-Scotia College

2001 "Response to the Report of the SACS Accreditation Committee," Texas College Technical Report No. 101

POST-GRADUATE STUDIES

Thompson Reuters Executive Leadership Summit, 2012– New Orleans, Louisiana

Louisiana Society of CPAs Leadership Institute, 2011 – Baton Rouge, Louisiana

Georgia Society of CPAs Tax Summit-2010 – Atlanta, Georgia

Harvard Business School, Correspondence Course 2006 – The Complete Manager

UNIVERSITY SERVICE

- Ex-Officio Board Member-AAMU Foundation Board – Bond and Finance Committee Member
- Member, Chief of Police Search Committee (Talladega College)
- Member, Budget Committee-AAMUF, Talladega College, Barber-Scotia College, Texas College
- Member, University Budget Committee
- Member, Executive Staff
- University Safety Committee
- University Planning and Budget Committee

PROFESSIONAL & COMMUNITY INVOLVEMENT

- Board Member Boys and Girls Club of Greater New Orleans
- Early Risers, Kiwanis, Charlotte, NC
- Broadmoor Basketball Youth foundation
- Consultant, Financial Management, Lafayette Community College, Lafayette, Louisiana
- Consultant, Financial management, Talladega College – Talladega, AL
- Consultant, Alabama A&M University – Huntsville, AL
- American Institute of Certified Public Accountants
- National Association of Accountants
- Louisiana Society of Certified Public Accountants
- Georgia Society of Certified Public Accountants

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PROFESSIONAL & COMMUNITY INVOLVEMENT (CONT.)

- National Association for Equal Opportunity (NAFEO)
- Southern University Alumni Association (Life Member)
- Omega Psi Phi Fraternity, Inc
- Zulu Social Aid and Pleasure Club of New Orleans

HONORS & AWARDS

- Southern University Graduate Fellowship Recipient
- Outstanding Young Men of America
- Who's Who Among American College Students
- Who's Who Among American Small Business
- "Regional Controller of the Quarter" Waste Management, Inc
- "President's Award for Service" Barber-Scotia College
- "Superior Service Award" Alabama A&M University, Foundation, Inc

Professional References

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