



Vice President for Finance and Administration
Ms. Natalie Higley
January 20–21, 2009

Tuesday, Jan. 20, 2009

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| 8– 9 a.m. | Breakfast with Search Committee
University Center, Executive Dining Room |
| 9–11 a.m. | Tour of Campus |
| 11 a.m.–Noon | Meeting with President's Cabinet
University Center, Rose Room |
| Noon–1:30 p.m. | Lunch with Finance and Administration Division Directors
University Center, Executive Dining Room |
| 1:30–3:00 p.m. | Presentation and Q&A (open to the public)
Powell Hall Auditorium |
| 3–4:30 p.m. | Meeting with members of Finance and Administration
University Center, Theater |

Wednesday, Jan. 21, 2009

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| 8–9 a.m. | Breakfast with VSU Foundation Board
University Center, Executive Dining Room |
| 9–10 a.m. | Meeting with Dr. Louis Levy, Provost/ V.P. for Academic Affairs
West Hall, Room 107 |
| 10–11 a.m. | Meeting with Faculty Senate and Council on Staff Affairs
Odum Library Auditorium |
| 11 a.m.–12:30 p.m. | Tour of Valdosta |
| 12:30–1:30 p.m. | Lunch with V.P. Finance and Administration Search Committee
West Hall, President's Board Room |
| 1:30–3:00 p.m. | Meeting with President Schloss
West Hall, Room 117 |

Natalie Higley

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Qualifications

Twelve plus years' experience in executive management, demonstrating consistent record of impacting profit performance. Instrumental in contributing to operational goals and personnel relations. Strengths include general ledger, financial statements, financial analysis, budgeting, cash management, and internal and external reporting.

Education, Professional Registration

PhD, Management (IN PROGRESS) – Walden University; estimated completion July 2009.

M.S., Management – Roberts Wesleyan College
Concentration in entrepreneurial finance, organizational leadership and change management.

B.S., Business Management – Roberts Wesleyan College

Six Sigma Black Belt trained

Certified QS/ISO 9002 Auditor

Certified Professional Property Administrator (CPPA)

Memberships/Affiliations

Institute of Management Accountants (IMA), Member

Society for Human Resource Management (SHRM), Member

National Property Management Association (NPMA), Member

Association of Financial Professionals (AFP), Member

Southern Association of College, University, & Business Officers (SACUBO), Community College Committee Member 2005-2007

National Association of College, University, & Business Officers (NACUBO)

National Association of College Auxiliary Services (NACAS), Member

United Way of Decatur County, Board Member (Present)

PROFESSIONAL EXPERIENCE

BAINBRIDGE COLLEGE, Bainbridge, GA

5/2004 – Present

VICE PRESIDENT OF BUSINESS AFFAIRS: Manage accounting, budgeting, sponsored accounting, purchasing, auxiliary services, risk management, human resources, payroll, public safety, and physical plant/facilities of a two-year technical/liberal arts college with a student

population of approximately 3,050. Accountability extends to financial statements, profit flow/cash flow analysis, budgeting, and management of endowment/investments. Supervise a direct staff of twelve; overall responsibility for approximately 50 employees in the Business Affairs Division. As management team member, participate in strategic planning, including cash management/budgeting strategies. Serve as bookkeeper/treasurer for the Bainbridge College Foundation. Member of the President's Cabinet.

Selected Contributions:

- Management of College Budget of \$22.1 million
- Organized Business Office to improve work flow
- Re-worked budget process for entire campus
- Overseeing of construction projects
- Writing a state-recognized Procurement Card program/manual
- Developing and supporting an environmental health and safety program
- Participated in strategic planning and master planning
- Developed business policies and procedures for all areas of the Business Affairs Division, including the business office, human resources, asset management, and auxiliary services areas.
- Developed sound financial practices that turned audit findings around from poor in FY2003 to Good (highest rating) in subsequent fiscal year since, including no audit findings or entries in all subsequent years.
- Doubled the Auxiliary Services revenue in two years through reorganization of services.

UNIVERSITY OF NORTH FLORIDA, Jacksonville, FL

8/2003 – 5/2004

ACCOUNTING MANAGER: Manage accounting functions for Controller's Office of a residential University with a student population of 14,000. Accountability extends to financial statement, profit flow/cash flow analysis, and management of investments. Supervise accounting staff of four. As management team member, participate in strategic planning, including expense forecasting and cash management/investment strategies.

Selected Contributions:

- Maintain general ledger, journal entries, and investments.
- Ad-hoc analysis and reporting for management
- Monthly closing process
- Compile yearly financial statements, including filings for the NCAA
- Oversee Loans and Scholarship funding
- File sales and use taxes
- Instrumental in writing policies and procedures as the University is devolving from the State of Florida; process improvements.
- Assisted in the conversion from SAMAS (State of Florida Accounting System) to Banner v7; participated in training personnel and wrote procedure manuals for areas in general ledger and asset management.

FIRST ALLIED CORPORATION, Rochester, NY

3/2001 – 8/2003

CHIEF FINANCIAL OFFICER (CFO): Manage financial and accounting functions for real estate management company generating annual sales in excess of \$400 million. Accountability extends to financial statements, profit flow/cash flow analysis, and management of lines of credit. Hire and supervise accounting staff of ten onsite and an additional twenty staff nationwide. As

management team member, participate in strategic planning, including expense forecasting, tax planning, and cash management/investment strategies.

Selected Contributions:

- Oversee all A/R, A/P, Collections and Payroll functions of all properties owned by First Allied (a Holding Company), which consists of 46 shopping plazas, 12 mobile home parks, 5 nursing homes, a major television stations and a bio-patent company, as well as managed financial and real estate transactions for the Tampa Bay Buccaneers NFL team. I oversaw a staff of 30 individuals across the nation.
- Maintain general ledger, journal entries and cash flow for each entity.
- Maintained operating budget of approximately \$100 million, as well as an additional owner's budget used to invest in further real estate of over \$600 million.
- Compile monthly and yearly financial statements for each entity; forward information to individual accountants for each entity.
- Oversaw cash transactions on acquisitions of new properties, as well as investments.
- Monitor and analyze all capital purchases.
- Maintain Human Resource functions for the Management Office of First Allied, including new hire reporting, benefits administration, handle employee grievances, mediator between President and employees.
- File taxes for each entity, including personal property tax, sales tax, and payroll taxes.

NATIONWIDE PRECISION PRODUCTS, Rochester, NY

1996 – 3/2001

CONTROLLER: Manage financial and accounting functions for manufacturer generating annual sales in excess of \$75 million. Accountability extends to financial statements, profit flow/cash flow analysis, and management of lines of credit. Hire and supervise accounting staff of three. As management team member, participate in strategic planning, including expense forecasting, tax planning, and cash management. Corporate interface with auditors (accounting firm, IRS, Property Tax Assessors). Report directly to CEO. Promoted from Assistant Controller in 1999.

Selected Contributions:

- Oversaw all A/R, A/P, cost accounting, general ledger and payroll functions
- Payroll reports, payroll taxes
- Process improvements for internal controls
- Ad-hoc analysis on cost reduction opportunities
- Compiling monthly and yearly financials
- Monitor and analyze all capital equipment purchases
- Oversee budget process/analysis of budget (\$70 million) throughout the year
- Certified QS/ISO 9002 Internal Auditor
- Six Sigma Black Belt training.

Computer Programs: Microsoft Excel, Word, PowerPoint, Access, Lotus, QuickBooks, Quicken, Peachtree, WordPerfect, ADP Payroll, Hyperion Enterprise, UNIX, AS/400, AMSI, MRI, Genecare, SAMAS, SCT Banner, PeopleSoft.