

**Robert E. (Bob) McGee**  
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**OBJECTIVE**

A senior financial position in an institution of higher education with a focus on operational management, prioritization of resources, team leadership, and administrative process improvements

**SUMMARY OF QUALIFICATIONS**

- More than 28 years of higher education financial experience
- Direct leadership experience with payroll, accounts payable, travel, procurement, bursar/treasurer operations, general accounting, grant accounting, and global programs
- Extensive interactions with all administrative units of the institution including budgeting, financial reporting, human resources, facilities management, auxiliaries, and the decentralized financial business offices in the various schools, colleges, and departments
- More than 20 years of experience developing complex budgets, tracking financial results, developing financial plans, and reporting outcomes
- Strong background working with governmental agencies, external auditors, and administrative software systems
- Certified Public Accountant, Master of Business Administration, and Bachelor of Science in Accounting

**PROFESSIONAL EXPERIENCE**

**University of Georgia, Athens, Georgia**

**1991-Present**

The University of Georgia (UGA) is the flagship institution of the State of Georgia with 35,000 students and a budget in excess of \$1.3 billion. UGA is a public institution and is designated as a land grant, sea grant, and space grant university. The University attracted approximately \$235 million in sponsored research awards in the past year.

**Associate Controller**

**2005-Present**

At various times during the past seven years, directed the offices responsible for payroll, accounts payable, procurement, bursar/treasurer, and global activity administration functions.

- Managed financial offices with more than 80 employees with direct supervision of six professional employees. Maintained full responsibility for the disbursement of more than \$1 billion in payroll and vendor payments.
- Directed the procurement and implementation of two comprehensive payroll systems responsible for processing payments to more than 17,000 employees. These systems replaced a highly manual, paper intensive process with a streamlined, electronic one, saving the institution many thousands of labor hours annually.
- Directed the procurement and implementation of a state of the art procure to pay system, also replacing an antiquated system with an electronic, highly automated one that facilitates strategic purchasing and supports institutional goals. This system has dramatically reduced the time required to purchase goods and has saved money by reducing rogue spend (non-contract purchases).
- Managed the design, customization, and implementation of an electronic workflow accounts payable system which reduced invoice processing time by an average of 20+ days and supported a reduction of five fulltime staff positions through attrition.
- Renegotiated the University's contract for the payroll system's support, maintenance, and licenses saving the institution \$388,500.
- Designed and implemented a process to maximize benefits from the Hiring Incentives of Restore Employment Act (HIRE) and generated \$235,000 in tax savings for the University.
- Researched higher education issues related to conducting international programs for research and studies abroad. Designed a program to assist UGA international program directors with their financial and administrative needs and to ensure the institution maintains compliance with host country tax and reporting requirements.
- Developed and managed the University's furlough plan to meet mandatory State budget cuts. Presented the plan to numerous groups and assisted in resolving issues that arose.

**Ongoing:**

- Develop and implement business policies to ensure adequate financial controls and work extensively with campus business offices to assist with financial systems and challenges.
- Actively participate in the Finance and Administration strategic planning process, providing annual input and analyzing progress in reaching the goals of the institution.
- Monitor developments with national and state laws and regulations to facilitate compliance with all applicable requirements. Maintain close communications with administrators at peer institutions to identify best practices and ensure that the University takes advantage of new technology and processes.
- Support senior academic and administrative officers with information and advice as needed, and prepare and present planning documents to meet the changing needs of the institution.

- Develop and present training sessions for internal and external constituents as needed.
- Maintain a very active role in the Southern Association of College and University Business Officers (SACUBO), serving on the Board of Directors as Treasurer, and interacting with business officers from other institutions concerning mutual problems and solutions. Attend continuing education courses and stay abreast of best practices in higher education financial policies and processes.

**Director – Payroll, Payables, and Expenditures**

**1997-2005**

Responsible for the activities of three financial accounting departments with a total of 44 fulltime employees. These departments process more than 500,000 payments per year. Duties included directly supervising three managers, coordinating activities of the departments to maximize productivity, and identifying, procuring, and implementing new systems to assist in the automation of financial processes.

**Manager – Contracts and Grants**

**1991-1997**

Supervised nine fulltime employees in the post-award administration of sponsored research, public service, and instruction projects totaling more than \$120 million in expenditures annually. Responsibilities included financial reporting, cash management, audit coordination, training, expenditure compliance, and liaison with numerous external funding agencies.

**Louisiana State University, Baton Rouge, Louisiana**

**1984-1991**

Louisiana State University is the flagship institution of the State, enrolls 29,000 students, and has an annual budget of approximately \$840 million.

**Manager – Grants and Contracts**

Supervised seven fulltime employees and four part-time employees in the post-award administration of sponsored agreements totaling more than \$60 million in expenditures annually.

**Department Head – General Accounting**

Supervised six fulltime and seven part-time employees in fulfilling the duties of the general accounting office of the University. Responsibilities included preparing, sorting, and distributing payroll and vendor checks, coordinating audits, maintaining and balancing the University's bank accounts, preparing and balancing journal vouchers,

archiving and maintaining the business office's financial records, and coordinating the general administrative functions of the business office.

## **EDUCATION**

- **CPA** – Certified Public Accountant  
Passed Exam in First Sitting (3% did so nationwide that year)
- **MBA** – Masters of Business Administration, Brenau University  
4.00/4.00 GPA
- **BS** – Bachelor of Science in Accounting, Mississippi State University
- United States Air Force Academy – Congressional Appointment
- Named to Who's Who Among Students in American Colleges and Universities (Graduate School)

## **PROFESSIONAL**

- Board of Directors – Southern Association of College and University Business Officers (SACUBO) Treasurer – Previously served as the Chairman of the Research and Doctoral Committee and also as the Coordinator of the Best Practices Program
- Recipient of SACUBO Best Practices Award
- Recipient of Georgia Board of Regents Best Practices Award
- Recipient of Office of International Education award for providing outstanding administrative support
- Member American Institute of Certified Public Accountants
- Participant in University of Georgia Finance and Administration Leadership Institute
- Presenter at conferences
- Guest lecturer on University business practices
- Serve on numerous University committees related to the administrative efforts of the institution