

W. ANTHONY MAJOR, JR.

SUMMARY: Extensive accounting and budgeting experience, including supervision of various employee classifications. Skilled at presentation of financial data to all levels of users. Excellent grasp of accounting theory and practice. Well organized, dependable and enthusiastic. MBA.

EXPERIENCE:

Navajo Technical University

Chief Financial Officer, Crownpoint, NM

April 2011 - Present

Responsible for the fiscal, cash management and Grants & Contracts and Student Financial Aid functions for tribal college with an operating budget of nearly \$32 million and enrollment of approximately 2,000 at three locations. Direct oversight of Entrepreneurial Center for Business Incubation. Plans, oversees, and coordinates capital and operating expenditures and fiscal systems, and provides leadership and direction for university. Coordinate and oversee annual single audit. Key member of president's executive cabinet.

- Directly Responsible for the first four unqualified and on time A-133 (single audits) in University's 37 year history.
- Removed Finance condition from accreditation monitoring report (North Central Accreditation, Higher Learning Commission).
- Completed construction of 50,000 square foot, \$10 million Student Union / Wellness Center on time and on budget.
- Developed and implemented monthly financial reporting for University Board of Regents.
- Implemented University Enterprise Resource Program (ERP), Jenzabar.
- Transformed Finance function, adding value and providing customer service to University community, especially students.
- Developed and implemented department level budgeting.
- Revised University Fiscal Policies & Procedures to meet the needs of a rapidly growing organization.

University of New Mexico – Gallup Branch

Director of Business Operations, Gallup, NM

September 2008 – April 2011

Chief Fiscal Officer for largest Branch Campus in UNM system. Directs and oversees the business, fiscal management, Institutional Research and Grants & Contracts functions. Plans, oversees, and coordinates capital and operating expenditures and fiscal systems, and provides leadership and direction in the generation and development of revenue sources for the operation.

University of New Mexico – Gallup Branch

Adjunct Instructor, Gallup, NM

August 2009 – December 2010

Part-time lecturer of accounting & finance 100 – 200 level courses. All phases of classroom instruction including development of syllabus and use of WEB-CT.

University of Arizona, Flandrau Science Center

Associate Director for Finance, Tucson, AZ

March 2005 – September 2008

Responsible for all accounting & human resources for Museum/Science Center Unit of UA. Review, monitor and approve financial transactions for compliance with Generally Accepted Accounting Principles, UA policies & procedures and Grant / Sponsorship rules & regulations. Develop budget and administer the day-to-day finances of the Center. Coordinate and advise on personnel matters including preparation of personnel forms for payroll, position advertising & recruiting, classification, promotion and other new hire actions. Oversee Operations of Science Center and Science Store, including inventory control, product relevance, product lines, and purchasing & receiving of products.

Loma Catalina Company

Controller, Tucson, AZ

September 2003 – March 2005

Manage and control accounting, budgeting, auditing and cash management to ensure the financial integrity of “start-up” 17 store convenient store chain. Supervise staff of three, including professional and clerical. Key member of executive team.

University of Arizona, University of Arizona BookStores

Accounting Manager, Tucson, AZ

August 2000-September 2003

Responsible for finance & accounting for five UofA Bookstores and off-site Fulfillment Center. Oversee staff of ten, including classified staff and student employees. Implement policies & procedures to conform to University and Board of Regent directives. Develop and implement financial reports and business models. Key member of management team.

City of New Haven, Department of Police Service

Assistant Police Planner, New Haven, CT

October 1998 – July 2000

Responsible for professional work of a staff support nature within the Police Department. Maintain financial records and prepare financial reports for federal and state grants. Assist in conduct of Management Analysis studies, Operational Analysis studies and Administrative Planning. Assist in the preparation of 15 grant applications annually and serve as Project Manager. Special projects for Chief of Police.

EDUCATION:

Certificate, Passport to Leadership, University of New Mexico, Albuquerque, NM

Certificate, Financial Administrator Series, University of Arizona, Tucson, AZ

Certificate, Successful Supervisor Series, University of Arizona, Tucson, AZ

Certificate, University Leadership Institute, University of Arizona, Tucson, AZ

M.B.A., Moravian College, Bethlehem, PA

B.S., Accounting and Business, DeSales University, Center Valley, PA