

Paul S. Edwards

WORK EXPERIENCE

- July 2023-June 2024 Vice President for Finance and Administration, Western Illinois University, Macomb, IL. Reporting to the President, perform a variety of functions in this cabinet level position to include supervisory and oversight duties of the departments of Business & Finance, Budget, Human Resources, Financial Aid, Facilities Management, and Information Technology. This includes, but is not limited to, the following functional areas: general accounting, fixed assets accounting, student accounts, cashiering, accounts payable, procurement, budgeting, financial reporting, human resources, payroll, financial aid, all facilities maintenance and management, risk management, insurance, information technology and security. Oversee the University's annual audit process. Oversee all capital projects, financing arrangements, and contract negotiations. Maintain and oversee best practices in financial planning, management, and analysis as well as the university's annual budget preparation and analysis in order to focus energy and resources to support and achieve the specific goals of the university's strategic plan and financial objectives.
- Oct 2007-Present Adjunct Professor of Accounting & Business, Liberty University, Lynchburg, VA. Perform all functions of an accounting and business instructor in the online environment to include posting announcements, posting assignments, grading papers/projects/exams/discussion board assignments. Also communicate with students in person, via email and by phone to offer guidance/instruction/encouragement and to field questions.
- Sept 2018-May 2023 Chief Business Officer, Richard Bland College of the College of William & Mary, Petersburg, VA. Perform a variety of functions to include supervisory duties over the Business & Finance, Human Resources (HR), and Information Technology (IT) functions. This includes, but is not limited to, the following areas: general accounting, fixed assets accounting, student accounts, cashiering, accounts payable, procurement, budgeting, financial reporting, human resources, payroll, information technology and security. Maintain and oversee best practices in financial management and analysis as well as the college's annual budget preparation and analysis in order to focus energy and resources to support and achieve the specific goals of the college's strategic plan and financial objectives. Oversee the College's annual audit by the Auditor of Public Accounts. Develop and provide appropriate training and professional development opportunities within the Finance, HR, & IT departments as well as in the College as a whole.
- Nov 2016-Aug 2018 Assistant Dean, Finance & Administration, University of Tennessee, College of Health Professions, Memphis, TN. Serve as the college's Chief Business Officer. Maintain and oversee the financial management and analysis as well as the annual budget preparation and analysis for the college. Review and approve expenditures, reconciliations, contracts and grants for the college. New program analysis. Oversee the operational and administrative functions of the college, including development and implementation of policies and procedures, day-to-day and long-term operational issues, facilities, space utilization, human resources, information management and technology. Focus resources to meet the specific goals of the college's strategic plan. Manage the college's staff. Develop and implement appropriate training and professional development opportunities to meet individual and organizational needs.

Aug 2014-June 2016 Assistant Vice President for Business Affairs, Kentucky State University, Lexington, KY. Perform a variety of functions to include supervisory duties over the accounting services area to include three direct reports and six indirect reports; areas supervised include financial reporting (internal & external), fixed assets, investments, accounts payable, grants accounting and reporting, NCAA reporting, general accounting to include various account and bank reconciliations and general ledger and subsidiary ledger maintenance, and special projects as assigned. Also, serve on various re-implementation teams for the University's Banner ERP system and serve as the Finance module manager. Also, responsible for coordinating and facilitating the annual audit of the financial statements with the University's external auditors. Other positions held at KSU – Director of Accounting.

May 2007-Aug 2014 Manager of Accounting, Liberty University, Lynchburg, VA. Perform a variety of functions to include supervisory duties over the accounting dept. to include 15 senior and staff accountants; preparation of monthly, quarterly and yearly financial statements (including public and internal management statements and reports) to include supporting schedules and footnotes, fixed assets, investments, NCAA reporting, various account and bank reconciliations, general ledger and subsidiary ledger maintenance, write various policies and procedures (including for the new ERP system and to strengthen internal controls), and special projects as assigned. Also, serve on various implementation teams for the University's new Banner ERP system. Also, responsible for coordinating and facilitating the annual audit of the financial statements with the University's external auditors.

Apr 2005-May 2007 Senior Accountant, Longwood University, Farmville, VA. Perform a variety of functions in the Accounting and Financial Reporting Dept which include supervisory duties of General Accountant staff, bond & grant reimbursements, analyzing and reconciling various accounts including payroll and auxiliary enterprise expenditure accounts, analyzing costs, researching problems, writing policies & procedures, reviewing and preparing schedules, analyzing and preparing financial statements, maintaining the general and subsidiary ledgers by analyzing and preparing bank and other agency/account reconciliations (including (CARS to FRS/Banner) revenue, expenditure, cash, fixed assets, appropriations and healthcare) and by preparing journal entries (CARS/FRS and Banner), and working with various Excel spreadsheets and other agency specific software. Served on the Fixed Assets Module Team for the implementation of LU's new Banner ERP system. Also, served as the Department Team Lead on the University's Business Impact Analysis & Risk Assessment Team.

EDUCATION

Ed.D. Higher Education Administration, College of William & Mary. (Expected May 2025)

B.S. Finance, Liberty University. (May 2014)

M.B.A. Business Administration. Virginia Tech. (August 2008)

M.Acc. Accounting. The University of South Florida. (December 2003)

B.S. Accounting. The University of South Florida. (August 1998)

A.A. Accounting. Polk Community College. (December 1995)

KNOWLEDGE, SKILLS AND ABILITIES

Experience with a variety of Financial and ERP Systems including Ellucian's Banner Strong analytical and spreadsheet skills – Advanced Excel User, Intermediate Access User

Organized and detail-oriented, can review and analyze data to prepare a variety of schedules

Sound understanding of GAAP and Internal Controls

Experience with general accounting and subsidiary ledger systems

Exposure to GASB and other aspects of governmental accounting including the FAR and CAS

Created template for Financial Statements in the GASB 34/35 Format

HONORS AND ACTIVITIES

Service with Excellence Award from Liberty University – October 2014
Coach in the Charlotte County Youth Football League 2005 – 2010
Member of the Charlotte County Youth Football League Board of Directors 2006 – 2011
Coach in the Timberlake Youth Basketball League 2010 – 2013
Member of the USF Alumni Association
Member of the VT Alumni Association
Member of the American Legion
2004 USF College of Business Administration Business Ethics Essay Contest – 3rd Place Winner
Former Member of the Accounting Circle at the University of South Florida
Former Member of the Polk Community College Brain Bowl Team
Florida Academic Scholar

MILITARY

Apr 1992-May 1994 Machinist, U.S. Navy, Norfolk, VA.
Honorably Discharged
Division Training Petty Officer
Three Time Distinguished Military Graduate