

# Mandy Cole

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## Career Focus

**Higher Education administrator with extensive experience in budget development, change management, and project leadership. A curious and analytical leader who builds collaborative relationships across the institution to build consensus around institutional initiatives. Pursues improvements and efficiencies with an ethical and passionate approach.**

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## Experience

### **University of Colorado Boulder** Boulder, CO, 08/21-present

Associate Vice Chancellor for Budget & Planning

- Oversaw 13-person budget team with responsibility for \$2.3B budget while collaborating closely with Academic Affairs, Controller's Office, Auxiliary Services, and Real Estate Services
- Prepared reports and presented to campus constituents, System partners, and Regents on budget and other reporting requests
- Developed, designed, and implemented a hybrid-RCM budget model for the Boulder campus, transitioning from an incremental model
- Selected and oversaw implementation of Anaplan for campus-wide budget planning, including automation and efficiency of budget processes
- Created a multi-year budget plan, developed strategic considerations for executive leadership, and supported campus conversations to finalize next steps
- Served on several campus committees including Finance and Business Strategy Dialogues (DEI focus) to recommend actionable improvements to processes while promoting shared equity leadership
- Managed capital finance funding plan while serving on the campus Capital Governance Committee to approve capital investments and grow investments in deferred maintenance and sustainability

### **Kansas State University** Manhattan, KS, 11/16-08/21

Assistant Vice President for Operational Strategy

Director – Administrative Support Center (ASC)

- Served as trusted advisor to President, Provost, and other Cabinet members while providing financial analysis and strategic vision
- Participated in the design, implementation, and ongoing governance of a hybrid-RCM budget model including the development of Service Level Agreement and request review
- Developed budget planning process for all major units and partnered with executive leadership to set budget and manage all executive commitment funds in a strategic way
- Maintained institutional scholarship audit process, created reports, developed new scholarship models, and recommended awarding strategies to Enrollment Management leadership
- Designed and implemented shared services initiative at K-State for accounting and human resource functions by building relationships with all stakeholders; grew from serving 1 unit with 24 departments and 500 employees to supporting 9 major units with 63 departments and 1700 employees
- Oversaw department staff of 30 with responsibility for all budget, hiring, and process development

- Recommended and implemented electronic time and leave system (Kronos/UKG) for 1700 ASC supported employees while providing all training, procedure creation and oversight for the project

**Kansas State University** Manhattan, KS, 09/11-11/16

Associate Director – Budget Office

Assistant Director – Budget Office

- Maintained the \$800M all-funds university budget by creating and updating positions, as well as allocating new funds, and balancing the overall institutional allocations
- Reconciled the budget system to HR changes using PeopleSoft HRIS, KSU Annual Budget system, and Microsoft Excel spreadsheet system with vlookup, linked tables, and formulas
- Partnered with department business officers regarding changes in their budget and proposed solutions to problems within the system or their internal balancing
- Responded to Kansas Board of Regents and State of Kansas legislative requests by analyzing data, providing reports, and collaborating with institutional partners
- Developed and implemented a new faculty start up distribution model with Vice President for Research (VPR), managed VPR accounting and budget, and oversaw accounting staff
- Managed commitments in several reserve accounts for the President, Provost, Vice President for Research and Vice President for Administration and Finance
- Collaborated with Vice President for Student Life on scholarship development and created projection models for scholarship proposals

**Kansas State University** Manhattan, KS, 10/09-09/11

Accountant III – Cashier’s Office

- Reconciled all Cashier’s Office clearing accounts using CASHNet, PeopleSoft and Oracle Financial software
- Supervised University payment plans, third party billing and deferments sections and staff
- Developed and implemented new procedures to improve refund process, especially EFT, and safeguard University funds

**Kansas State University** Manhattan, KS, 2/09-10/09

Accounting Specialist – Cashier’s Office

- Maintained all third-party accounts in KSIS, billed sponsors, processed payments, initiated collection calls and tracked outstanding balances on aging report
- Reduced outstanding balance due by \$1,719,148.82 after four months in the position
- Established and completed goals for billing, returning charges to the student and keeping supervisors informed as to the department’s status

**Iowa Land Corporation** Coralville, IA, 06/06-12/08

Bookkeeper and Office Manager

- Uncovered, researched and organized \$300,000 worth of embezzled funds and established a system of checks and balances to safeguard companies against future theft
- Used QuickBooks Pro 2006 & 2009 to manage accounting records for 7 companies
- Determined withholding from payrolls checks and filed employment taxes, W-2 forms, and W-3 forms

**Education**

**Master of Business Administration**

Kansas State University

Manhattan, KS

**Bachelor of Arts – Political Science and International Studies with Honors**

University of Iowa

University of Alicante (Study Abroad)

Iowa City, IA

Alicante, Spain