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Fiscal & Business Analyst

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Corinne Kovich

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Professional Summary

Experience financial analyst implementing administrative and financial policies and procedures in higher education, healthcare and government work environments providing excellent customer service skills; highly organized and detail oriented and a team player; supports and develops collaborative relationships with leadership, faculty, staff and community partners.

Skills

- Budget & financial systems
- Microsoft Excel, Word, Power Point and Outlook – Office 365
- GEMS/PeopleSoft, FAST Financial, Data Mart, Foundation Cash Reports
- GEMS Careers Hiring Dept. Representative
- GEMS Leave Coordinator
- IFIS Space Survey System
- Archivum Travel
- Bull Marketplace and Contract Management Systems
- Payroll Certs, GEMS Pay Distributions and Appointments
- Pcard Purchaser and Reconciler

Education

University of South Florida St. Petersburg

5/1996

- Bachelor's degree in Business Administration, minor in Finance

Experience

USF St. Petersburg

3/2018 – Present

Fiscal & Business Analyst, HR Coordinator – Nelson Poynter Memorial Library

Provide financial analysis and projections, budget management, and fiscal resource management for the Library with multiple E&G, carry forward, auxiliary, and foundation funding sources. Manages the HR function as the Library's Leave Coordinator and HR Hiring Recruiting department rep. for the Library and Distance Learning and CITL staffing. Coordinates all hiring of faculty, staff, OPS, FWS and TSE students for the departments within the Library.

- Manages accounting for 6 E&G, 3 auxiliary funds, 9 Foundation accounts, concessions fund, and grant awards. Analyzes E&G resource needs to be met with available allocations. Reconciles all accounts with monthly and yearly FAST reports.
- Provides the Dean with budget reports for accounts and advises and assists with Library budget requests. Initiates payroll and non-payroll expenditure transfers and requests for budget transfers. Maintain USF Foundation accounts, policies, and procedures for expenditures, Manages, submits and records deposits of donations, submit check requests and maintains records for Foundation accounts.
- Accounting assistance with various Library department: Technical Services staff in the management and reconciliation of the book budget of approximately \$110,000. Management

and reconciliation of ID card auxiliary and other auxiliary revenue. Assist Access Services, with the reconciliation of the lost books and fine changes in FAST.

- Prepares and processes all Travel for the faculty, staff and OPS personnel within the Library.
- Manages the Human Resources responsibilities for the Library. Coordinates HR functions in CAREERS system. Designated Hiring Dept. Rep. initiating new hire employment procedures, recruitment, re-appointments, PARs for faculty, A&P, USPS for the Library and for the Distance Learning department and for the Center for Innovation Teaching and Learning (CITL) department within the Library. Maintains personnel files and compiles personnel data into reports.
- Coordinates staff Performance Appraisal procedures.
- Leave Coordinator responsibilities include the tracking leave and auditing the leave submitted in GEMS ALT system on a bi-weekly basis.
- Coordinates and enters payroll for the department on the CERTS system. Audit timesheets from staff on a bi-weekly basis.
- Department liaison with the Budget Financial Services area for current budget information.

USF St. Petersburg

6/2016 – 2/2018

Office Manager – Online Learning & Instructional Technology Services (OLITS)

Administrative and fiscal support to the Online Learning & Instructional Technology Services (OLITS) department of the Library. Coordinate and support the OLITS staff with booking travel, purchasing requests and coordinating for training events. Track DL requests from the colleges for budget.

- Reconcile and manage the Distance Learning Auxiliary Fund.
- Prepare requisitions for purchases, obtain price quotes, receive purchase orders and maintain the P-card information.
- Prepare spreadsheet reports for the projected Distance Learning budget for the year and track spending for budget analysis.
- Arrange and coordinate travel for the department staff, faculty and incoming guests and speakers for events.
- Collaborates with a variety of internal and external parties for the purpose of organizing various department events.
- Coordinate and track the DL funding request forms from the colleges after the approval process.

USF St. Petersburg

Office Manager – University Advancement

2/2015 to 6/2016

Support staff and coordinated activities between the Regional Vice Chancellor and professional staff in a fundraising environment working with donor prospects and community partners. Supported the Communications staff with media relations in the community. Supported the development staff with projects and activities related to donor events.

- HR Liaison for hiring, payroll, and leave records.
- Prepared purchasing requisitions in the FAST system.
- Prepared travel authorizations and reimbursements for staff.
- Coordinated between the USFSP units and USF Foundation as a resource for operational questions.
- Completed deposits made to all USFSP Foundation Funds; prepared Foundation check requests and credit card tracking forms.
- As the Fund Administrator, reconciled the Foundation Funds and the USFSP E & G funds for the department.

- Assisted with special events and Eventbrite for University events.

USF St. Petersburg

Administrative Specialist - Florida Inclusion Network (FIN) - Grant Funded 9/2013 to 2/2015

Administered the Florida Inclusion Network (FIN) Grant Project; a \$260,000 federal grant sponsored by the Florida Department of Education (FDOE). The grant provided teachers, K-12 resources and professional development in building inclusive classrooms in the school districts located in thirteen counties in West Florida. Provided administrative support to the six facilitators from the FIN West Region that included preparing materials for professional learning opportunities, technical assistance activities and directly supported the Program Director.

- Initiated travel authorizations and expense reports for travel reimbursements.
- Prepared requisitions for purchases and process payment requests for teacher stipends and substitutes.
- Tracked and reconciled the credit card activities for the monthly p-card transactions and track equipment assets purchased by the grant for the district schools.
- Processed the data submitted by the facilitators into the Florida Department of Education's Project Tracking System (PTS). Participate in regional and statewide FIN activities; staff meetings.
- Managed and reconciled the project's budget expenses and provided quarterly budget reports to the FIN administrative leadership.
- Assisted in the development and online submission of the FIN USFSP grant application through the university's research. Work with USF Division of Sponsored Research to ensure smooth processing of the grant application.
- Initiated the hiring process and supervise temporary employees (students) with general office duties in the FIN office.

Bayfront Hospital – St. Petersburg

10/2012 to 9/2013

Accounts Payable Coordinator

Handled the daily accounts payable processes; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.

USF St. Petersburg – College of Education

5/2012 to 10/2012

Office Assistant (OPS)

Assisted the college dean, faculty, staff and students and reconciled the financial reports.

St. Petersburg College

7/2007 to 3/2012

Administrative Specialist - Foundation

Coordinated the daily work flow in the office and the logistics and materials for board and committee meetings and fundraising events.

- Prepared gift acknowledgement letters to donors and gift reports utilizing Raiser's Edge.
- Provided financial management skills in tracking and reconciling the credit card transactions, prepared the bank deposits and completed check requests for payments to vendors.
- Arranged travel and processed travel reimbursements.
- Accounts Payable, processed invoices for payment and established a relationship with vendors.

**USF St. Petersburg – College of Education
Grant Coordinator (OPS)**

11/2005 to 6/2007

Administered the grant activities for the “Institute for Exceptionality” a federal grant project.

- Managed the budget, reconciled the P-card transactions and prepared the payroll.
- Prepared the survey documentation, correspondence and the mailings for receiving the data.
- Processed requisitions through the FAST financial system.
- Prepared and coordinated travel expense reports for reimbursement.
- Assisted with the on-line submission system for the grant application through the university’s research.

**City of St. Petersburg
Accounts Payable (Part-time)**

3/2005 to 7/2007

Assisted in providing information to the public, answering phones and the marketing staff.

- Responsible for account payables, payroll and governmental work orders in the Oracle system.
- Maintained the physical asset inventory for the department’s TV station.

**USF St. Petersburg – College of Education
Administrative Assistant (OPS)**

8/2004 to 3/2005

Assisted the college dean with research projects, workshops and community events.

**William R. Hough & Co. – St. Petersburg
Shareholder Services Representative**

8/2000 to 3/2004

Administered the fund accounting activities with the Florida Tax Free Money Market and Short-Term Bond Funds. Assisted in preparing the financial statements, reconciled the funds with the bank and shareholder transactions. Provided shareholder information to the shareholder clients.

Professional Development

At-Risk for University and College Faculty and Staff

1/2020

Leadership Courses USFSP

5/2017

- Communicating Effectively in the Workplace
- Understanding & Lading Diverse Personalities
- Emotional Intelligence & Mindset
- Strategies for Managing Challenging Behaviors