

Shawn A. McGee

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SUMMARY OF QUALIFICATIONS

- More than 20 years of experience in governmental accounting and auditing with a working knowledge of GAAP and Governmental Auditing Standards
- An effective communicator and manager; excellent supervisory skills
- Familiarity with PeopleSoft and Banner systems
- Proficient at using Microsoft Excel, Word, Access, and PowerPoint

PROFESSIONAL EXPERIENCE

2016-
present

ALBANY STATE UNIVERSITY **Senior Vice President for Administration**

- Serves as the University's Chief Business Officer.
- Functions as the primary advisor to the President on all fiscal matters relating to the University.
- Assists the President in the preparation of the annual budget. Manages the University's accounting services, student accounts, financial aid, purchasing, physical plant, information technology, public safety, auxiliary services, and human resources functions.
- Directs the development, review, revision and implementation of policies and procedures related to business operations.
- Works collaboratively with key administrative leaders and serves on the President's cabinet; collaborates and coordinates with system-level academic leadership; serves on boards and committees.
- Performs the duties of the President in his or her absence as assigned.
- Supervises and performs monthly closing of the books; preparation of financial statements and reports for the Board of Regents.
- Supervises and performs annual closing of the books; preparation of financial statements and reports for the Board of Regents and the Georgia Department of Audits.
- Coordinates, supervises and performs preparation for the annual audit of financial statements; serves as liaison to external auditors.

2015-2016

BAINBRIDGE STATE COLLEGE **Interim President**

- Serves as the college's Chief Executive Officer.
- Responsible to the Chancellor for the operation and management of the institution
- Submit an annual budget and administer the Board approved budget.
- Have authority to exercise broad, discretionary power along lines established by the Board.
- Be responsible for the formulation of all reports as may be required by the Board and by local, state or national agencies.

2010-2015 **BAINBRIDGE STATE COLLEGE**
Vice President of Business & Operations

- Serves as the college's Chief Business Officer.
- Functions as the primary advisor to the President on all fiscal matters relating to the college.
- Assists the President in the preparation of the annual budget. Manages the college's accounting services, student accounts, purchasing, physical plant, information technology, public safety, auxiliary services, and human resources functions.
- Directs the development, review, revision and implementation of policies and procedures related to business operations.
- Works collaboratively with key administrative leaders and serves on the President's cabinet; collaborates and coordinates with system-level academic leadership; serves on boards and committees.
- Performs the duties of the President in his or her absence as assigned.
- Supervised and performed monthly closing of the books; preparation of financial statements and reports for the Board of Regents.
- Supervised and performed annual closing of the books; preparation of financial statements and reports for the Board of Regents and the Georgia Department of Audits.
- Coordinated, supervised and performed preparation for the annual audit of financial statements; served as liaison to external auditors.
- Developed and maintained internal accounting and control systems.

2008-2010 **GEORGIA SOUTHWESTERN STATE UNIVERSITY**
Comptroller

- Serves as the college's Chief Accounting Officer.
- Supervises and performs monthly closing of the books; prepares financial statements and reports for the Board of Regents.
- Supervises and performs annual closing of the books; prepares financial statements and reports for the Board of Regents and the Georgia Department of Audits.
- Coordinates, supervises and performs preparation for the annual audit of financial statements; serves as liaison to external auditors.
- Develops and maintains internal accounting and control systems.
- Supervises and performs the preparation and filing of grant documents and student account information.
- Supervises the receipt of good and the reconciliation of purchases.
- Analyses and interprets financial data and recommends changes to improve systems and financial performance.
- Supervises and performs the preparation of payments to vendors.

1997-2008 **GEORGIA DEPARTMENT OF AUDITS AND ACCOUNTS**

Education Audit Division (EAD)
Leesburg Regional Office

<i>Staff Auditor</i>	<i>1997-1998</i>
<i>Advanced Staff Auditor</i>	<i>1998-2000</i>
<i>Principal Auditor</i>	<i>2000-2002</i>
<i>Senior Auditor</i>	<i>2002-2008</i>
<i>Technology Specialist</i>	<i>2005-2008</i>

Auditor

- Planned, supervised and reviewed higher education and school district financial audits, including a review of work completed by other auditors on engagement.
- Managed and provided guidance to staff assigned to engagement team, including assisting team members in completion of duties/tasks, stressing the importance of adhering to office policies and, demonstrating a good work ethic, and adhering to audit schedules and standards.
- Prepared draft audit manuscripts for publication, including auditor reports, financial statements, notes to the financial statements and audit findings.
- Gained an understanding of the entity's internal controls as they relate to transaction classes/account balances identified as material to the financial statements, through a review of internal control questionnaires and discussions with entity personnel.
- Analyzed transaction classes/account balances for completeness, accuracy and compliance with State, Federal and local laws/mandates.

Technology Specialist

- Created/updated scripts used in financial audit software to assist auditors in planning engagements, performing standardized testing across all entities, providing a method of analyzing account balances electronically.
- Prepared and presented training to the EAD on Software applications used by Field auditors.
- Designed and performed testing of BANNER for the purposes of testing the flow of financial data from BANNER to PEOPLESOFT. This testing was used to assist in substantiating the accounts receivable balance, and testing of current year activity at all Board of Regents Institutions that utilize these two Computer systems.

EDUCATION

A.S. Darton College, 1995

B.B.A., Accounting, Valdosta State University, 1997

Certified Public Accountant (CPA), 2002

REFERENCES

Available upon request