

Tamara Ginter, MBA, CFRA

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Higher Education Leader

Multitalented, seasoned professional with 18+ years of proven excellence in higher education leadership and senior-level department administration roles. Specialized background in procurement, accounting and financial management, and human resources able to control costs and budgets to ensure sustainability and growth. Advanced background in complex settings.

Qualifications Summary

- Successful career in academic settings having progressed at a major university to oversee financial systems, training, and managing budgets and procurement for an entire college of five departments, two centers, and two programs.
- Accomplished planning and auditing skillset with extensive experience in account reconciliation, fund accounting & budgeting, annual budget & salary preparations, appointment paperwork for faculty, staff, & students, effort certification, and policies in procurement, payroll, sponsored projects, and expense reporting.
- Technically skilled with expertise in various software systems, such as Microsoft Office Suite, QuickBooks, Power BI, and TTU systems (e.g., TechBuy, Chrome River, Cognos Analytics, College Metrics, Scholarship Tracking System, FITS, etc).

Education & Certifications

Certified Financial Research Administrator, Research Administrators Certification Council, 2024

Master of Business Administration, Concentration in Business Intelligence, Southern New Hampshire University, 2019

Bachelor of Science, Texas Tech University, 2001

Career Experience

Texas Tech University, Lubbock, TX

2004 – Present

Director of Finance, College of Media and Communication (2022 - Present)

Direct all aspects of budgetary and financial processes with comprehensive records management and reconciliations. Develop and implement in-depth financial operating plans and budgets including extensive expense and budget reporting. Navigate change and implement policies to ensure compliance and regulatory adherence. Liaise with stakeholders to resolve problems, process procurement and personnel paperwork, and other financial processes as needed.

- Hold key accountability for developing and implementing annual budgets for all departments and units in the college, encompassing financial and budget setup tasks for each area and training administrative faculty & staff on financial duties, account guidelines, and other financial needs.
- Prepare complex financial reports for department, units, and the college to monitor budgets, analyze spending trends, project revenue, and other budgetary or spending analyses.
- Hold key accountability for historic records, tracking, and reports on all college hiring and appointments, including faculty and staff lines, vacancies, lapsed salaries, start-up packages, administrative stipends, etc.
- Responsible for all college account reconciliations, financial reporting, and budget management functions.
- Hold key accountability for all college appointments of full-time faculty and staff, encompassing verification of salaries, including merits, tenure & promotion, and reclassifications, verifying funding sources, processing and all other changes to primary appointments.
- Hold key accountability for all college appointments of graduate students, student assistants, and part-time instructors, including the budgeting for and verifying of all graduate appointments, processing new hire paperwork for student assistants, and working with departments to verify part-time instructor salaries.
- Responsible for the processing all necessary paperwork for special appointments, including administrative stipends, salaries on grants, summer stipends, and other overload salaries.
- Provide training and resources to administrative staff on financial, HR, or budget issues as needed.

Business Manager, College of Media and Communication (2015 – 2022)

Direct all aspects of financial processes and performance standards while supervising team members with comprehensive records management and reconciliations. Liaise with stakeholders to resolve problems, complete purchasing, process personnel forms, and complete extensive expense and travel reporting. Develop and implement in-depth financial operating plan and budgets. Navigate change and implement policies to ensure compliance and regulatory adherence.

- Achieved success with a major project of decentralizing all departments and units in the college, encompassing financial and budget setup tasks for each area and training employee on financial duties.
- Hold key accountability for spearheading annual Budget Prep for all units in the college.
- Execute combined responsibility of all college reconciliation, financial reporting, and budget management functions.
- Partnered with personnel on learning various systems and procedures, such as TechBuy, cost transfers, EOPs, budget revisions, etc.

Analyst II, College of Media and Communication (2014 – 2015)

Coordinated a wide range of financial record keeping and budget prep efforts designed to improve tracking and reporting for the college. Properly reconciled accounts using Banner in addition to tracking expenses and budget. Submitted all key deliverables to the Dean and senior leadership, such as department chairs for review. Owned travel expensing, purchase orders, direct pay, and human resources functions such as electronic personnel actions forms (ePAFs) and p-cards.

- Collaborated with faculty member and graduate students to resolve problems and plan special projects.
- Trained and mentored faculty and staff on financial policies and procedures while managing effort certification and grants.
- Earned promotion in one year to become Business Manager of the college and continue to advance organizational performance goal achievement while maintaining a focus on student services and financial excellence.

Accountant, College of Media and Communication (2012 – 2014)

Utilized a variety of software and financial systems, such as Banner and Cognos reporting and Microsoft Excel to complete account processing assignments accurately and effectively in a demanding role. Mentored and coached other staff members and new hires in accordance with standard policies and department procedures.

- Recognized for expanding QuickBooks capabilities in reconciling FOPs combined with budget tracking to produce detailed reports needed for college and unit-level reporting.
- Revamped college procedures to align with the university's audit and ensure the utmost in compliance.
- Promoted internally to Analyst II for superior leadership and performance results.

Senior Account Processor, College of Media and Communication (2007 – 2012)

Performed complex computing, classifying, recording, and verification of numerical data with the aim of maintaining accounting records for the college. Helped with producing and processing invoices and vouchers for both internal and external customers. Elevated skillset in financial roles requiring strong business acumen. Prepared and processed payroll.

- Conducted procurement card processing, extensive data entry, follow up correspondence, and monthly and weekly reporting; led in-depth audits throughout the year.
- Distinguished for exceptional accounting processing abilities to become senior account processor in less than two years.

Senior Office Assistant, Biological Sciences (2004 – 2007)

Recruited to support administrative assistant tasks for a Horn Professor and two graduate research labs in biological sciences with a dedication to improving processes. Excelled with streamlining organization, handling email correspondence, travel planning, calendars and schedules, and purchasing among others. Partnered with faculty in a fast-paced environment requiring close attention to detail and sound decision making.

- Successfully processed and reimbursed large international trips for 10+ people accurately and timely.
- Gained a reputation for problem solving and communication skills to exceed expectations and deliver superior service.

Professional Development (select)

Annual Meeting, SRAI, 2023, CPE 24
Departmental Research Administration Workshop, NCURA, 2023, CPE 21
Fundamentals of Sponsored Projects Administration Workshop, NCURA, 2023, CPE 18
Financial Research Administration Conference & Workshop Day, NCURA, 2023, CPE 22
Internal Control Workshop, The Institute of Internal Auditors, 2022, CPE 8
College Business Manager Institute, SACUBO, 2022, CPE 22
Fall Workshop, SACUBO, 2021, CPE 6
College Business Manager Institute, SACUBO, 2021, CPE 24.5
Second Annual Integrating Analytics Forum, NACUBO, 2019, CPE 3.5
First Annual Integrating Analytics Forum, NACUBO, 2018, CPE 9
College Business Manager Institute, SACUBO, 2018, CPE 31.5
Annual Meeting, NACUBO, 2017, CPE 7
Future Business Officers Program, NACUBO, 2017, CPE 7
Higher Education Accounting Forum, NACUBO, 2016, CPE 7.5
Higher Education Accounting Forum, NACUBO, 2013, CPE 14

Conference Presentations

When the Ball Drops: Effective communication between RA & PI. Western/Midwest Section Meeting, SRAI, 2024

Awards & Certificates

Certificate of Financial Management, SRAI, 2024
Departmental Track Certificate, NCURA, 2023
Certification of 3-Year Program Completion, College Business Manager Institute, 2022
Unsung Hero Award, Raiders Who Rock, Texas Tech University, 2019

Affiliations

Society of Research Administrators International (SRAI), Member, Present
National Council of University Research Administrators (NCURA), Member, Present
Southern Association of College & University Business Officers (SACUBO), Member, Present
National Association of College and University Business Officers (NACUBO), Member, Present
Texas Tech University Staff Senate, Treasurer, 2008 – 2010
Texas Tech University Staff Senate, Member, 2007 – 2010