

RESUME

Benjamin W. Pugh

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OBJECTIVE:

Seeking a challenging position which offers responsibility and opportunity for growth in higher education administration and management.

EDUCATIONAL EXPERIENCE:

Master of Science in Administration (MSA)

Concentration in Health Services Administration

Central Michigan University – May 2007

Bachelor of Science in Accounting (BS)

Southern University, 1976 – Cum Laude

(Minor in Economics)

PROFESSIONAL EXPERIENCE

2015-Present Southern University – Baton Rouge – Vice Chancellor for Finance and Administration

- Serves as Chief Financial and Administrative Officer for the University reporting directly to the Chancellor.
- Directly responsible for supervision of the Budget Office, Auxiliary Services, Facilities and Property, University Police, Purchasing Department, Comptroller's Office, Property Management Office, and Motor Pool.

2007-2015 Southern University –Shreveport – Vice Chancellor for Finance and Administration

- Serves as Chief Financial and Administrative Officer for the University reporting directly to the Chancellor.
- Directly responsible for supervision of the Business Office, University Police, Information Technology Center, Human Resources, Facilities and Property.

2001-2007 Southern University – Baton Rouge – Comptroller

- Planned, directed and coordinated fiscal operations and financial accounting functions.
- Developed accounting systems and procedures for recording revenues and expenditures.
- Directed the maintenance of accounting records concerning appropriations or other revenues, payroll expenses, supply and equipment purchases, travel expenses, contracting costs, and other financial transactions.

- Planned and directed operational or financial audits and other reviews to insure financial accountability, insure compliance with established standards, and enhance agency operating procedures;
- Directed the preparation of financial statements and reports;
- Reviewed and approved obligations and expenditures as needed;
- Directed the review and preparation of budgets;
- Supervised approximately 55 staff members.

1995-1999 Southern University – Shreveport – Vice Chancellor for Fiscal Affairs and Administration

- Served as Chief Financial and Administrative Officer for the University;
- Served as supervisors for manager's responsibility for the Business Office, University Police, Human Resources and Facilities and Property.

1990-1995 Southern University – Baton Rouge – Director of Accounting Services

- Coordinated the day-to-day operation of the Accounting Services Division of the Comptroller's Office;
- Served as supervisors to managers responsible for the areas of general accounting, auditing, accounts receivable, bank reconciliations and grants administration;
- Reviewed the reconciliation of various general ledger accounts to ensure accuracy and accountability;
- Prepared various work papers in conjunction with the fiscal year-end audit of the University's financial statements.

1980-1990 Southern University – Baton Rouge – Accountant II

- Maintained the general fund account group under the general supervision of the accounting supervisor;
- Participated in the compilation of the annual general fund budget;
- Prepared journal entries for recording financial transactions and prepared various reconciliations;
- Reviewed the general ledger accounts for valid ending balances;
- Assisted in the preparation of the annual and interim financial statements.

1978-1980 Southern University – Baton Rouge – Accountant I

- Maintained the general fund account group under the general supervision of the Accountant II
- Assisted in the compilation of the annual general fund budget;
- Assisted in the preparation of journal entries for recording financial transactions;
- Assisted in the review of general ledger accounts.