

JILL CAMP

Seattle, WA 98125

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PROFESSIONAL SUMMARY

Associate Director with over 16 years of experience in an academic setting, including ten years in a medical center environment. Excellent reputation for resolving problems, creating harmonious working relationships, and improving internal and external customer satisfaction.

SKILLS

- Financial Operations and Leadership
- Performing Complex Departmental Financial Analysis
- Supervisory and Office Management Experience
- Faculty and Staff Training
- Financial Budgeting and Reporting Including Variance Analysis.
- Adaptable to Changing Conditions
- Six Sigma Green Belt Certification
- Compliance Requirements

WORK HISTORY

3/2020 to Current

Associate Director of Finance

University Of Washington – Laboratory Medicine And Pathology

- Responsible for \$49M of the department's financial resources, including funds from federal and state sponsored projects, state funding, practice plan, gifts, University institutes, service and recharge centers, and self-sustaining fund sources.
- Manage day-to-day operations, including Finance, Education, and Procurement.
- Assist with the management of facilities and space assignments.
- Set clear departmental objectives and developed effective strategies to achieve targeted goals.
- Prepare reports outlining financial data to assist the Chair and Vice Chair with making strategic plans and operational decisions.
- Analyze financial statements against forecasts to prepare high-level variance analysis.
- Implement policies and procedures to ensure financial controls and the integrity of financial transactions.
- Created new ways for staff to participate in ongoing process improvement projects resulting in a 60% increase in ideas and a 10% increase in implemented projects.

8/2013 to 3/2020

Assistant Director of Finance

University Of Washington – Pathology

- Responsible for \$52M in department finances from various fund sources, including federally sponsored projects and contracts, state funding, gifts, endowments, practice plan, and service and recharge centers.

- Supervised day-to-day activities of finance and research staff and delegated tasks to increase productivity and office efficiency.
- Prepared annual School of Medicine and UWP consolidated budgets.
- Responsible for practice plan semi-annual accounting and incentive documents, including dissemination of decisions and results.
- Responsible for the leadership of service and recharge centers to ensure financial feasibility.
- Implemented lean process improvements in several key areas, resulting in an estimated 58.76% reduced costs for period activity pay and \$22K annual savings in time spent looking for information.

7/2011 to 8/2013

Program Operations Specialist

University Of Washington – Genome Sciences

- Responsible for pre and post-award activities for multiple PIs ensuring accuracy and compliance.
- Provided technical advice to Investigators and support staff on funding guidelines and restrictions, application procedures, deadlines, and the development of comprehensive project budgets.
- Worked closely with the Office of Sponsored Programs and Grant and Contract Accounting on pre-award administration.
- Provided monthly financial reports and monitored grant activity to ensure that all expenses were allowable, reasonable, and allocable.
- Monitored a comprehensive record-keeping system to record budget transactions and reconcile and analyze transactions against source documents.
- Developed and maintained tools and indicators to monitor the grant life cycle from award to closeout.

4/2007 to 7/2011

Budget Fiscal Analyst Lead

University Of Washington – Radiology

- Responsible for post-award management for 12 faculty.
- Reviewed monthly expenses to assess budget compliance and determine necessary adjustments for future spending.
- Generated monthly budget balances and forecasting information for Principal Investigators.
- Monitored and reported budgetary discrepancies to management and Principal Investigators.
- Monitored for deficits and ensured budgets ended with a \$0 balance.

EDUCATION

12/2013

MBA: Business Administration And Leadership

Northwest University - Kirkland, WA

10/2007

Bachelor of Arts: Business And Organizational Management

Northwest University - Kirkland, WA