

Heidi Parrish

Social Sciences Financial Operations Manager

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STRENGTHS

- ☰ **Capacity Planning**
During grant deadlines, assignment queues were reshaped around complexity and capacity, keeping urgent work visible and manageable.
- 🎓 **Practical Training**
Buy2Pay and Concur office hours turned system changes into usable habits, and colleagues began seeking guidance early.
- ⚖️ **Policy Judgment**
Complex funding questions received clear answers grounded in sponsor terms, tax rules, controls, and institutional policy.
- 👥 **Collaborative Service**
Faculty, administrators, and finance peers found a dependable partner for sensitive transactions and difficult funding decisions.
- 🔧 **Process Clarity**
Standard procedures, escalation paths, and job aids gave decentralized teams a simpler route through financial work.

SKILLS

Financial Operations

Higher Education Finance

Team Leadership

Accounting Principles

Tax Regulations

Sponsored Research

Endowment Funding Procurement

Accounts Payable

Accounts Receivable Payroll

Budget Operations Buy2Pay

Concur Advanced Excel

SUMMARY

Financial operations leader with 10 years of progressive higher education experience supporting academic departments, research centers, and decentralized finance teams. Leads finance professionals across accounting, budgets, **accounts payable** and receivable, payroll coordination, procurement, endowment activity, **sponsored research**, and unrestricted funding. Builds practical workflows that help staff manage complex transactions with consistent documentation, sound judgment, and strong service. Uses advanced Excel, Buy2Pay, Concur, financial systems, and data query tools to connect transaction details with broader budget and compliance needs. Partners with faculty, administrators, center directors, investigators, and **finance colleagues** on funding decisions, audit preparation, policy interpretation, and **system transitions**. Supervises hiring, onboarding, coaching, workload planning, and performance development. Brings a steady, collaborative approach to financial stewardship and operational improvement in higher education.

EXPERIENCE

Associate Director, Financial Operations

Briarwood University 📅 March 2023 - Present 📍 Providence, RI

Leads a 12 person finance team serving academic departments and research centers. Owns **service delivery** across procurement, payables, sponsored funding, endowments, budgets, system adoption, policy interpretation, and staff development.

- Rebalanced finance queues by complexity and capacity, keeping grant deadlines and fiscal close work moving.
- Built standard procedures and escalation paths, giving administrators clearer answers on funding, tax, and policy issues.
- Guided **Buy2Pay** and Concur adoption through role based training, office hours, and practical reference guides.
- Reviewed sensitive transactions with **faculty** and administrators, applying sponsor terms, controls, and **accounting** principles.
- Managed hiring, **onboarding**, coaching, **performance** planning, and equitable workload distribution for 12 finance professionals.

Senior Finance Manager

Commonwealth Institute for Policy Studies 📅 January 2020 - February 2023 📍 Boston, MA

Managed finance operations for research centers with responsibility for sponsored and unrestricted funding, **budgets**, procurement, payables, receivables, endowments, staff supervision, reporting, and audit ready documentation.

- Connected ledger, award, and procurement data through advanced **Excel** reconciliations and query based reviews.
- Introduced case reviews for complex coding and sponsor restrictions, helping six finance staff resolve issues consistently.
- Redesigned central finance handoffs, giving center administrators clearer approval, correction, and escalation routes.
- Partnered with investigators on funding decisions, preserving audit ready documentation without slowing research support.
- Created **Concur** and **procurement** training materials, helping nonfinance users complete transactions with greater confidence.

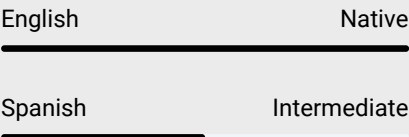
Finance Operations Supervisor

Easton College 📅 June 2017 - December 2019 📍 Worcester, MA

Supervised four coordinators supporting purchasing, invoices, reimbursements, **payroll** adjustments, and budget administration. Coordinated accounting, tax, policy, and service questions while improving transaction review and staff guidance.

- Allocated purchasing and payment work by deadline and complexity, protecting time sensitive departmental commitments.

LANGUAGES



MY CAREER



- Associate Director, Financial Operations at Briarwood University (3.6 Years)
- Senior Finance Manager at Commonwealth Institute for Policy Studies (3.1 Years)
- Finance Operations Supervisor at Easton College (2.5 Years)
- Senior Financial Analyst at Granite Bay University (1.6 Years)

- Reviewed entries and reconciliations for coding, approvals, documentation, and internal control compliance before close.
- Built Excel reconciliation and exception templates, giving department administrators a clearer view of unresolved items.
- Converted purchasing and travel policy changes into job aids, helping coordinators adopt new workflows.
- Coordinated vendor, payment, and reporting questions with **accounting** and **tax** colleagues, reducing avoidable rework.

Senior Financial Analyst

Granite Bay University 📅 October 2015 - May 2017 📍 Manchester, NH

Supported academic and research programs through budget monitoring, ledger review, procurement analysis, sponsored fund reconciliation, financial reporting, and stakeholder guidance. Combined system extracts and query tools to surface exceptions before close.

- Combined financial system extracts and data queries, surfacing exceptions before monthly and fiscal close.
- Reconciled sponsored and unrestricted accounts, preserving audit trails for grant and **accounting** review.
- Prepared commitment and spending analyses, helping program leaders assess balances across operating and research accounts.
- Reviewed **procurement** and reimbursement transactions against institutional policy, approvals, and documentation standards.
- Documented reconciliation procedures and trained analysts on systems, controls, and stakeholder communication.

PROJECTS

Research Finance Service Model 📅 2024

Coordinated finance colleagues and research administrators around clearer service paths for sponsored funding, complex transactions, and escalations. Shared practical guidance that made policy conversations easier for busy academic teams.

Financial Systems Training Refresh 📅 2023

Partnered with finance staff and nonfinance users to refresh Buy2Pay and Concur learning resources. Office hours and reference guides gave colleagues a calmer way to adopt changed workflows.

LEADERSHIP & AWARDS

- Volunteer Mentor, Higher Education Finance Mentoring Circle, 2022 - Present. Supports peers through practical conversations about supervision, service delivery, and career growth.
- CPA License Recognition, Rhode Island, 2018. Earned professional recognition after building a foundation in accounting, tax, audit, and financial controls.
- Finance Operations Leadership Recognition, Briarwood University, 2024. Recognized for steady team support during system updates and fiscal year close.

EDUCATION

Master of Business Administration

Bryant University 🎓 GPA: 4.0 📅 2021 📍 Smithfield, RI

Coursework: Financial management, strategic leadership, organizational behavior, business analytics

Bachelor of Science in Accounting

University of Rhode Island 🎓 GPA: 4.0 📅 2015 📍 Kingston, RI

Coursework: Financial accounting, taxation, auditing, accounting information systems

CERTIFICATIONS

- Certified Public Accountant, Rhode Island 📅 2018
- Master of Business Administration 📅 2021

TECHNICAL SKILLS

- **Accounting Systems:** Financial systems, General ledger, Account reconciliation
- **Procurement Platforms:** Buy2Pay, Concur, Purchase orders
- **Microsoft Office:** Excel, Word, PowerPoint
- **Data Query Tools:** Data queries, Ledger extracts, Award data
- **Financial Operations:** Accounts payable, Accounts receivable, Payroll
- **Budget Management:** Budget administration, Forecasting, Commitment tracking
- **Research Administration:** Sponsored research, Non-sponsored research, Sponsor restrictions
- **Compliance and Controls:** Internal controls, Audit compliance, Accounting disclosures
- **Tax and Accounting:** Tax regulations, Accounting principles, Tax review
- **People Management:** Hiring, Onboarding, Performance development
- **Training Resources:** Reference guides, Office hours, Standard operating procedures

PROFESSIONAL AFFILIATIONS

- Higher Education Finance Mentoring Circle, Volunteer Mentor, 2022 - Present.
- Association of College and University Business Officers, Higher Education Finance Community, 2020 - Present.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST