

WILLIAM J. STAUFF
5521 Price Mill Road
Bishop Georgia, 30621
706-717-1770 (c)
706-542-3877 (w)
706-769-9362 (h)
stauff@uga.edu

Experience

6/1/03-Present: **ASSISTANT TO THE DEAN FOR FINANCE-COLLEGE OF EDUCATION –
UNIVERSITY OF GEORGIA-ATHENS GEORGIA**

Report to Dean of COE

Member of Dean's Cabinet

Supervise 12 staff

Responsible for staff (125) needs in college

Responsible for:

Finance and Budget

Human Resources for COE staff

Facilities

Administration

Security and safety

Responsible for successful reorganization of College placing all staff in new positions with no layoffs

Implement system of linked excel spreadsheets on shared drive to control all expenditures of College

Developed training program for COE staff

8/1/00-5/31/03: **VICE PRESIDENT-FINANCE AND OPERATIONS
ERSKINE COLLEGE AND SEMINARY-DUE WEST SOUTH CAROLINA**

Report to President

Supervise staff of 60

Responsible for:

Auxiliaries

Human Resources

Book Store

Food Services

Facilities

Finance and Accounting

Oversee renovation of all dorms

Establish Human Resources function

Design and implement Facilities Audit Inspection Program

Design and implement Facilities Work Order System

Design and Implement Facilities Preventive Maintenance Program

Lead three international mission projects with students to Guatemala

Teach accounting and business courses

4/1/97-7/31/00: **DIRECTOR OF ADMINISTRATION
BILLY GRAHAM EVANGELISTIC ASSOCIATION –INTERNATIONAL MINISTRIES**

Report to VP for International Ministries

Manage all accounting and financial functions.

Manage all administrative functions.

Teach financial projections to international field directors

Direct projects while in India, Amsterdam and Nicaragua.

4/1/89 – 3/31/97: **DIRECTOR, BUSINESS OPERATIONS**

UNIVERSITY OF VIRGINIA, FACILITIES MANAGEMENT

Report to Assistant VP for Facilities Management

Report on dotted line to University Controller

Supervise staff of 40

Design and implement responsibility accounting system

Manage cost accounting, materials, M.I.S. and finance and budget staff in all business areas

Responsible for control and processing of financial transactions (\$63 million)

Responsible for overseeing all accounting and financial procedures in department

Provide internal control function

Oversee and coordinate implementation of facilities management system (FMS)

Develop, control and review budget for department

Initiate departmental rate-setting philosophies

Taught accounting and budget procedures courses to Facilities Management staff

1/80 to 4/1/89 :**MANAGER, ACCOUNTING AND FINANCE**

HARVARD UNIVERSITY, OFFICE FOR INFORMATION TECHNOLOGY

Report to Assistant VP of OIT

Manage accounting & finance staff in all financial functions

Responsible for the control and processing of all financial transactions (\$30 million)

Produce financial statement, P&L, balance sheet for OIT Director and University Vice President

Coordinate the annual budget preparation and submission

Perform internal audits

Act as financial advisor to OIT managers

Taught Harvard/OIT accounting and budget procedures course to OIT staff

6/77 - 1/80 :**BUSINESS MANAGER/AUDITOR/ACCOUNTANT**

LUTHERAN SERVICE ASSOCIATION OF NEW ENGLAND

Report to executive director

Managed staff of bookkeepers

Prepared consolidated financial statements for chain of nursing homes and social service groups (\$8 million)

Provided federal and state government financial reports

Revamped bookkeeping procedures

Performed regular audits in operations in three states

6/77 - 1/80 :**AUDITOR/ACCOUNTANT**

CHARLES MURPHY/PAUL HAGGERTY CERTIFIED PUBLIC ACCOUNTANTS

Worked part-time auditing manufacturers

Analyzed financial data and assisted in preparation of financial statements for various businesses.

1/72 - 6/77 :**PROCESS WRITER/INDUSTRIAL ENGINEERING**

ROCKWELL INTERNATIONAL, TEXTILE MACHINERY DIVISION

-Established and maintained computerized edit sheets to effectively route parts through production and machine work stations

Performed time studies in production departments

Provided financial and manufacturing data for systems group

ARTICLES AND SPEECHES

-Responsibility Accounting

Department of Defense Work Estimating & Productivity Conference

Williamsburg, Virginia (1990)

-Make/Buy Competitive Procurement Program,

APPA Annual Meeting, Indianapolis, Indiana (July 1992)

-Making Profit in a Non-Profit Organization

Virginia APPA Conference, Williamsburg, Virginia (May 1993)

-Responsibility Accounting

SRAPPA Conference, Charlotte, NC (October 1993)

-The Total Facilities Management Information System

Virginia APPA Conference, Norfolk, Virginia (June 1994)

-The Total Facilities Management Information System

APPA Annual Meeting, San Antonio, Texas (July 1994)

-The Total Facilities Management Information System

SRAPPA Conference, Louisville, Kentucky (October 1994)

-The Total Facilities Management Information System

The Use of Information to Provide Quality Service

The Facilities Manager - Association of Higher Education Officers of

Universities and Colleges, Alexandria, Virginia (July 1994)

-Accounting and Budgeting for Maintenance Management

The Maintenance Management Handbook

Association of Higher Education Officers of Universities & Colleges,

Alexandria, Virginia (1994)

-Cost Allocation Chapter 15

Facilities Management Manual, Third Edition

Association of Facilities Higher Education Officers of Universities and

Colleges, Alexandria, Virginia (1994/1995)

-Virginia's Make-or-Buy Competitive Procurement Program

Critical Issues in Facilities Management

Contracting for Facilities Services

Association of Higher Educational Facilities Officers, November 1994

-Dorm Renovations to Increase Enrollment or Maintain Status Quo?

The Facilities Manager - Association of Higher Education Officers of

Universities and Colleges, Alexandria, Virginia November 2002

-How to Minimize the Pain for Staff While Reorganizing-Mobile AL April 2004 CUPA HR

-Financial and Accounting Concepts for Facilities Professionals January 2006 University of Georgia Physical Plant

Athens Georgia

-Stand by Your PI- May 2007 Nashville TN National Council of Research Administrators

Education:

June 1982: **SUFFOLK UNIVERSITY,
BOSTON, MASSACHUSETTS
MASTER'S DEGREE IN BUSINESS ADMINISTRATION**

June 1977: **NORTHEASTERN UNIVERSITY,
BOSTON, MASSACHUSETTS
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

Other Degrees:

-June 2007: BETHANY DIVINITY COLLEGE AND SEMINARY,
DOTHAN ALABAMA
PHD IN RELIGION

-June 2007: MOODY BIBLE INSTITUTE OF CHICAGO
CHICAGO ILLINOIS
BACHELOR OF SCIENCE IN BIBLICAL STUDIES

-June 1997: BETHANY SEMINARY,
DOTHAN ALABAMA
DOCTOR OF SACRED THEOLOGY

-Teach college courses in accounting, personnel & management at:

Northwestern College St. Paul MN

Bethel College St Paul MN

Blue Ridge Community College Weyers Cave Virginia

Erskine College Due West South Carolina

Faculty currently at APPA Facilities Management Institute

Graduate of the University of Notre Dame APPA Executive Development Institute (April 1994)

Supervisory Development Program - Harvard University (November 1983).

Virginia Contracting Officer (August '96)

Membership and Awards:

Member of Association of Higher Education Facilities Officers of Universities and Colleges (APPA)

Member of National Association of College and University Business Officers (NACUBO)

-Listed in Marquis Who's Who in America in Finance and Industry 1994/1995 -

28th Edition 1995/1996 29th Edition, Who's Who in the World, 1994/1995

12th Edition and Who's Who in the South and Southwest, 1994/1995 24th

Edition Who's Who in American Education, 1996/97 5th Edition.

Personal:

Serious interests include classical music, teaching, and gardening.

