

Kaitlyn Phillips

Flagstaff, AZ

928.978.0914

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## PROFESSIONAL SUMMARY

Purchasing Manager and Senior Financial Oversight Analyst with 11+ years of progressive experience supporting Northern Arizona University. Expert in financial oversight, procurement, contracts, budgeting, compliance, and audit readiness, with a collaborative approach to advising leadership and optimizing institutional financial operations. Experienced in managing high-visibility programs, including Athletics-related commodities and multi-fund operations.

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## CORE EXECUTIVE SKILLS

- Financial Oversight, Reporting & Compliance
- Budgeting, Forecasting & Variance Analysis
- Procurement & Contract Management
- Audit & Risk Management
- Policy Development & Interpretation
- Executive Reporting & Analysis
- Staff Supervision, Training & Development
- PeopleSoft Financials & ServiceNow
- Stakeholder Collaboration

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## PROFESSIONAL EXPERIENCE

### Financial Oversight Analyst, Sr. – CEFNS

Northern Arizona University | June 2024 – Current

- Lead monthly, quarterly, and annual budget oversight including reconciliations, variance analysis, forecasting, and fiscal year-end projections for state, local, grant, and foundation accounts
- Develop new fiscal year budgets and ledgers based on historical activity and projected needs
- Evaluate financial performance against budgets and identify risks, corrective actions, and operational efficiencies
- Provide end-to-end financial oversight for grants, subawards, cost shares, and funding modifications, ensuring compliance and alignment with University policy
- Oversee procurement, PCard, travel, deposits, and reimbursements for faculty and staff, ensuring policy compliance
- Manage Foundation accounts, scholarships, awards, and restricted funds; track earmarked donations and provide executive reporting
- Lead payroll, faculty hiring, supplemental compensation, and funding changes while monitoring CLASS, ASRS, and Federal Work Study utilization
- Develop and maintain process documentation, tracking tools, and operational guides to improve efficiency and ensure compliance
- Serve as a trusted advisor to department leadership, translating financial data into actionable insights

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### **Purchasing Manager – Contracts, Purchasing, and Risk Management (CPRM)**

Northern Arizona University | September 2022 – June 2024

- Provided strategic oversight for University-wide procurement, contracts, and risk management, ensuring compliance with University, ABOR, State, and Federal regulations
- Hired, supervised, mentored, and trained full-time staff and student employees, overseeing workload prioritization and performance development
- Developed and delivered campus-wide training for PCard, ServiceNow, Purchasing, Accounts Payable, and Federal purchasing
- Interpreted complex policy to facilitate compliant and efficient transactions
- Oversaw high-volume procurement and contract workflows in PeopleSoft Financials and ServiceNow
- Managed complex contract renewals and revisions, mitigating risk and supporting long-term operational objectives
- Partnered with executive leadership to align procurement strategy with institutional budgetary goals

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### **Senior Buyer – Contracts, Purchasing, and Risk Management**

Northern Arizona University | November 2020 – September 2022

- Managed high-value commodities, including Athletics-related purchases (travel, equipment, services, facilities support, and specialized vendors)
- Collaborated with faculty, staff, and Athletics stakeholders to develop technical RFPs, including travel agency services and insurance coverage
- Served as a policy expert for University, ABOR, State, and Federal procurement regulations
- Supervised, mentored, and trained CPRM staff and student employees
- Managed high-volume, time-sensitive procurement workflows in PeopleSoft and ServiceNow
- Processed purchase orders and contracts with appropriate approvals, insurance, and documentation
- Supported University-wide procurement and compliance training

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### **Program Coordinator – Small Business Utilization & Procurement Compliance / PCard Administrator**

Northern Arizona University | April 2018 – November 2020

- Managed over 1,000 University credit cards; oversaw PCard compliance and transaction integrity
- Led State, Federal, and internal audits, including Conflict of Interest, procurement, and PCard reviews
- Prepared federal eSRS reports and annual MBE/WBE grant-funded reporting
- Produced monthly and ad hoc financial reports for leadership
- Supervised full-time, part-time, and student employees; managed time approval and workload coordination

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- Delivered University-wide PCard and purchasing training; served as New Employee Orientation presenter
  - Processed vouchers and payments through Accounts Payable; served as Data Steward
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### **Administrative Assistant – Contracts**

Northern Arizona University | July 2017 – April 2018

- Negotiated and processed 25–30 concurrent contracts ensuring compliance with University, State, and Federal regulations
  - Maintained contract records in Legal Files; produced analytical reports on contract activity
  - Collaborated with faculty, staff, vendors, and small businesses to facilitate contract execution
  - Mapped contract and insurance workflows using Microsoft Visio to improve processes
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### **Contracts Clerk – Contracts, Purchasing, and Risk Management**

Northern Arizona University | September 2014 – July 2017

- Entered and maintained contracts in Legal Files; supported pricing analysis and vendor compliance
  - Reviewed and approved Certificates of Insurance
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### **W.L. Gore – Internship**

May 2015 – August 2015

- Assisted in calibration and testing of a laser requiring precise calculation and coding
- Prepared reports and presentation of findings

### **Education**

B.S. in Mechanical Engineering, Northern Arizona University  
Degree to be conferred.

### **References**

Lea Echeverria, Financial Oversight Analyst, Senior, Northern Arizona University  
Phone: 928 523-5529 Email: Lea.Echeverria@nau.edu  
Relationship: Former Employee/Colleague

Flora Hatch, Assistant Director of Financial Oversight, Northern Arizona University  
Phone: 928 523-1487 Email: Flora.Hatch@nau.edu  
Relationship: Supervisor

Colleen Ross, Director of Operations, Office of the President, Northern Arizona University  
Phone: 928 523-6523  
Email: Colleen.Ross@nau.edu  
Relationship: Professional Reference/Colleague

**Additional references available upon request.**

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