

Sara Calhoun

Chief Financial Officer

Contact

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Education

Faulkner University 2017

Executive Master of
Business Administration

Troy University 2014

Bachelor of Science in
Business Administration for
Accounting

Auburn University Montgomery 2002

Bachelor of Science in
Business Administration

Objective

Everyone deserves the opportunity to receive the training they need to meet their life and career goals. With over twenty-five years' experience with 2-year colleges, 4-year universities, state agencies, and local business and industries, I have been rewarded with positions in both workforce and traditional education environments where I can help to promote excellence in education and workforce development efforts throughout Alabama. I currently have the pleasure to be a part of the largest public higher-education system in Alabama with twenty-four community and technical colleges, including the Alabama Technology Network and Marion Military Institute.

Experience

October 2021 - current

Chief Financial Officer • Alabama Community College System (ACCS)

As CFO I provide a leadership role for the financial division and the 24 ACCS institutions. I manage a staff of 19 in an office of 133 with direct services to include Fiscal Services, State and Federal compliance, financial reporting and analysis, and critical strategy development. In addition, this office provides global administrative, policy, and compliance support to the 24 education institutions of ACCS.

October 2017 -October 2021

Executive Director of Fiscal Services • Alabama Community College System
Critical focus was placed on this role to prepare for and support the implementation of a Systemwide Enterprise Resource System that would standardize the reporting, reconciling, and management of the financial operations at each System institution and the System Office. In addition, supported the colleges with administrative support in policy, management, and compliance efforts.

July 2013 – September 2017

Director of Fiscal Services • Alabama Community College System

After three years as Assistant Director performing financial reporting reviews, developing training materials, reconciling transactions, developing reports, and researching comparative data I was moved into the role of Director. This included long-range planning for System improvements, daily accounting processes, financial reporting research and the development and delivery of

training for college financial staff, including new employee orientations for financial managers.

March 2004 - July 2013

Planning & Economic Development Specialist • Alabama Department of Economic and Community Affairs

Manage the submission review, evaluation, compliance review and program administration of nearly three hundred statewide Incumbent Worker Training Program grants totaling over ten million dollars in federal funding. These grants benefit both small and large Alabama businesses with upskill training for their existing workforce.

Key Skills

Leadership
Elucian Banner
Project Management
Communication
Research
Excel
Flexibility
Prioritization
Administrative

Leadership

Team projects are the foundation to accomplishing long-term goals. Through collaboration, planning, cooperation, and problem-solving, changes have been implemented at all 25 institutions that have led to significant financial, time, and resource savings.

Project Management

The development and implementation of a shared-service concept for Regional Chief Financial Officers has been deployed. This service provides oversight, consistency, common knowledge, and standardization of processes across 19 of the 23 higher-education institutions. While the project is still new, the gains have already been tremendous with costs savings, process improvements, and compliance enhancements.

Communication

Written and oral communication are critical tools to convey goals, timelines, project expectations and results. Confident and clear messages are a major aspect of the education environment to ensure students, staff, presidents, board members, and legislatures are well informed.

Research

The annual fiscal management of \$515 million in State funds and \$30 million in Federal funds requires an extensive amount of research to ensure compliance with State, Federal and GAAP are all being met while still maintaining daily operations. Years of grant management, legislative bill reviews, and policy creation have ensured that research efforts are both comprehensive and decisive.

Prioritization

The importance of a project may be superseded at any time. Having the ability and knowledge to know how to prioritize and what projects are most critical is a regular expectation when participating in the administrative support of multiple division and agencies throughout the state.