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Jason Dudley

Objective   To obtain a position that will enable me to utilize my technical, financial, managerial and interpersonal skills, expand technical knowledge, assume greater responsibility and pursue opportunities for professional growth.

Experience   Oct 2007 – Current   Edison State College   Fort Myers, FL

Director of Information Technology

As the Director of IT, I am responsible for all aspects of Information Technology. This includes Desktop Services, Networks and Security, Web Services and Enterprise Applications. I am responsible for implementing new technologies at the College, both educational and administrative. Streamlining business and IT processes, developing Technology plans, developing refresh plans for hardware, working with Faculty to ensure new technologies are used in the classrooms. I administer all of the IT budgets with currently exceed $2.5M.   Develop business continuity and disaster recovery plans for the College.   I am also responsible for all the software and web applications that are used by the College.

Director, Enterprise Applications

As the Director, Enterprise Applications I am responsible for all the college software applications that are used.   I am responsible for the project management, resource allocation, budget requirements, vendor negotiations, integration between software platforms, database management, programming, web applications and personnel.   In this position I supervise a staff of 12. I develop project plans for the department in conjunction with the priorities and mission of the College. I am responsible for developing reports, sql queries and support all modules and software applications. Responsible for implementing, building, testing and coordinating the latest technologies for all enterprise wide applications. Responsible for application and data security.

Accomplishments
- Lead successful ID Card project, CBORD, which included real time integrations with Banner
- Grew Edison one of the top Banner community/state colleges in Florida
- Implemented Banner Workflow
- Implemented Banner Travel & Expense
- Increased staff size to keep up with College programming demands
- Implemented disaster recovery for Oracle database
- Created Enterprise Application Steering Committees to prioritize College software needs which allows for more streamlined and efficient resource management in Enterprise Applications Department

Manager, Banner Applications

As Manager, Banner Applications I was responsible for support, testing, enhancements, programming, testing, training as it related to all modules of Banner (SungardHE). I was also responsible for all of the third party plug in applications such as R25, Appworx, Self Service Banner, Evisions and Intellecheck. Responsible for building, maintaining and monitoring tables and forms in Banner, responsible for the design, developments, and modification of Crystal reports, manage tables and software development including interfaces between Banner and

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other software products. Responsible for coordinating, testing and implementing all Banner patches and upgrades related to Banner. Responsible for the programming and Oracle database management

Accomplishments
- Implemented R25 resource/space management software
- Implemented Appworx job scheduler
- Developed Programming staff to assist in the programming needs for the College

User Support Analyst (Finance)

As a User Support Analyst (Finance) I am responsible for all aspects related to the Banner Finance Module at Edison State College as well as its related applications. Responsible for implementing new process to streamline processes in the Business Office. Coordinate and provide training to enhance staffs awareness of Banner applications. . Responsible for building, maintaining and monitoring tables and forms in Banner, responsible for the design, developments, and modification of Crystal reports, manage tables and software development including interfaces between Banner and other software products. Responsible for coordinating, testing and implementing all Banner patches and upgrades related to Finance & Accounting, Auxiliary Services, and Accounts Receivable.

Accomplishments
- Implemented Spreadsheet Budgeting in Self-Service Banner
- Implemented Online Requisitions in Self-Service Banner
- Assisted in the implementation of a new Bookstore process that benefited Financial Aid Students
- Implemented Online Budget Transfers in Self-Service Banner
- Created scripts to assist in the year-end rolls related to Grants
- Implemented a new email notification process to let approvers know when documents are in their respective queues awaiting their approval.

Mar 2006 – Oct 2007   Florida Gulf Coast University   Fort Myers, FL

Associate Controller

As the Associate Controller my responsibilities include, end user support for Banner Finance, Banner Accounts Receivable, Banner Fixed Assets and Financial Aid. Responsible for all special projects as they relate to Finance & Accounting, Auxiliary Services, and Student Financial Services. Responsible for overseeing all projects of the SCT Banner system as they pertain to Finance & Accounting, Auxiliary Services and Student Financial Services. Responsible for building, maintaining and monitoring tables and forms in Banner, responsible for the design, developments, and modification of Cognos reports, manage tables and software development including interfaces between Banner and other software products, responsible for the security administration of Banner Finance, AR and Financial Aid. Coordinate and provide training to enhance staffs awareness of computer applications. Responsible for coordinating, testing and implementing all Banner patches and upgrades related to Finance & Accounting, Auxiliary Services, and Student Financial Services. Responsible for the implementation of Visa Compliance. Responsible for Blackboard operations related to the one card system, website maintenance for all areas under Asst. V.P. Responsible for year-end closing in Banner and AFS system files.

Accomplishments

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- Converted all Crystal reports into the Cognos Report environment
- Implemented the OneCard System (Blackboard) and created related policies and procedures related to the stored value on the cards.
- Implemented ODS for all areas under Asst. VP
- Implemented Employee ACH
- Implemented automated bank reconciliation process
- Created & chair Cognos User Group.
- Implemented a new "payment page" in Gulfline to assist with application of payment issues.

Feb 2003- Mar 2006   Florida Gulf Coast University   Fort Myers, FL

Assistant Controller

As the Assistant Controller my responsibilities included, assist in the development, implementation and maintenance of the Banner system as it relates to A/R, Finance and Payroll systems. Responsible for building, maintaining and monitoring tables and forms in Banner as they related to Finance. Security custodian for Banner Finance and A/R.   Responsible for the design, development and modification of Crystal reports that support the management of Financial data. Assist in the year-end close. Supervise the Property & Treasury areas of Finance & Accounting. Serve as the data analysis administrator for Finance. Responsible for any new projects in Finance & Accounting as it relates to Banner or other financial software. Responsible for training and enhancing staff awareness related to Banner Finance and other software systems. Responsible for the creation of 1098-T and 1099 forms in Banner.

Accomplishments
- Led the successful implementation of the Banner Fixed Assets from FLAIR system
- Assisted in the implementation of Banner Finance & Banner Payroll
- Led the implementation and creation of a new inventory interface with Banner
- Automation of all Banner feed processes, monthly reports, and control reports using Appworx
- Automated cash flow reconciliation

Sep 2001 – Feb 2003   Pediatrix Medical Group   Sunrise, FL

Sr. Staff Accountant/Lawson Implementation Team

As a Sr. Staff Accountant, principle responsibilities include monthly GL closing, preparation of financial statement support schedules, detailed analysis of financial statements , tracking of all physicians malpractice insurance, current accounting system maintenance, supervision of 2 General Ledger staff, preparation of quarterly schedules for the auditors.

As a member of the Lawson implementation team, my responsibilities include conversion of all current accounting units into the new accounting system, data clean up, building all financial, operational and closing reports. Implement new policies and procedures to the entire General Ledger staff, training the staff on the new GL system as well as the additional Lawson modules.

Accomplishments
- Implemented the new Lawson Accounting Software and trained entire GL staff
- Implemented new policies and procedures for many of the manual processes when implementation was taking place, saved a minimum of 2 days during the close
- Converted the legacy fixed asset system into Lawson

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Jul 1997-Sep 2001   Renaissance Cruises   Ft. Lauderdale, FL

Sr. Staff Accountant

As a Sr. Staff Accountant, principle responsibilities include 3 monthly income statements for senior management, supervision of 2 staff accountants, preparation of financial statement support schedules, detailed analysis and explanations for the assigned profit & loss accounts, preparation of monthly per passenger financial statements for management meetings, preparation of schedules for auditors, training of company's financial analysts on Lawson accounting software, preparation of monthly journal entries and reconciliation, responsible for creating reports for Finance & Budget areas in Lawson.

Accomplishments
- Responsible for the implementation of Hyperion Essbase budgeting software and the automation of the financial reporting process
- Automation of numerous financial statement supporting schedules through the use of Hyperion
- Independently automated the monthly factor analysis to run simultaneously with the financial package

Staff Accountant

As a Staff Accountant, principle responsibilities included independently preparing journal entries for the creation of consolidated monthly financial statements, preparation of consolidated monthly financial statements, analyzing monthly financial reports and explaining all fluctuations to budget, analyzing and maintaining account reconciliation for assigned balance sheet accounts, analyzing all assigned profit and loss accounts, training all new staff accountants on accounting software, preparing necessary schedules as required by management, auditors and board of directors

Accomplishments
- Independently automated the financial statements, saving duplication of efforts and creating central location for all financial data.
- Implementation of new reporting package
- Analysis and implementation of 3 month reporting package for forecasting

Education   1992-1996   University of Alaska –Fairbanks   Fairbanks, AK

B.A Accounting

2012 – Current   Nova Southeastern University

Enrolled in Masters in Information Technology in Education Program

Software   Sungard Banner, Banner ODS, Blackboard, Intellecheck, Evisions, Cognos Report Writer, Crystal Reports, Appworx, Lawson, Lawson Portal, Hyperion Essbase, Showcase Query, SQL, RedDot, MS Excel, MS Word, MS Access, Argos, Banner Workflow, Series25

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References   References are available on request.