

ANDREA M. BURNE

EXPERIENCE

2001-Present University of Florida Gainesville, FL
College of Public Health and Health Professions (PHHP)

2006-Present

College of Public Health and Health Professions, Office of the Dean

Assistant Dean, Finance and Human Resources 2012- present (duties/accomplishments listed below encompass 2006-present)

Director, Finance and Human Resources 2008-2012 (Office of the Dean, PHHP)

Associate Director, Finance and Human Resources 2006-2008 (Office of the Dean, PHHP)

- Chief Financial, Operations and Systems Officer for the College, direct report to Dean.
- Oversee \$48M budget comprised of Contracts and Grants, Practice Plans, State and Foundation funds.
- Designed and implemented a data system to mirror RCM calculations. Worked closely with the University Budget Office to compare data to validate consistency in computations. This allowed the Dean to have a preview of the computed values prior to appropriations being released.
- Implemented General Ledger (GL) system for the Florida Health Professions Association, Inc. Direct Support Organization, DSO (practice plan). Prior to initiating the accrual accounting package the DSO was preparing financial statements in Excel. This GL system substantially streamlined audit preparation and reduced our audit costs by 67%.
- Designed and implemented multiple systems to automate and track accounting, human resource and accreditation data requirements, including but not limited to web-based applications for procurement pre-approvals, travel approval, and annual faculty activity reporting by faculty and chairs to conduct annual evaluations.
- Established a data core to begin centralized collection of data required for 8 accrediting bodies, as well as for the University, the Board of Trustees and the Board of Governor reports.
- Assisted with administrative design for two PHHP-College of Medicine Integrated Department-based Programs. PHHP has responsibility for daily administrative oversight for these two new departments, Biostatistics and Epidemiology, thus their financial, human resources and IT needs ultimately flow through my office. These two Departments are the first at the University to have administrative and academic reporting to more than one College.
- Implemented the human resource, financial and IT components of the Communication Sciences Department merger from the College of Liberal Arts and Sciences, a 9-month unit, into our College, a 12-month unit. To my knowledge this was also a first time event for UF.
- Participated in the MyInvestigator Proof of Concept process.
- Currently a member of the UFirst Steering Committee, the Master Data Management Pilot Committee, the Mobiquity review process, Budget Review Council and recently the IT Security consultant review.
- For the Association of Schools and Programs of Public Health, our National Public Health Association, developed meeting agendas and delivered multiple presentations for the Associate Deans, Finance and Administrative Group over the last several years. Also served as moderator at multiple conferences for this Group.

Dept. of Clinical & Health Psychology 2001-2006

Assistant Director Medical/Health Administration

- Served as the Chief Financial Officer for the Department of Clinical & Health Psychology. Responsible for \$9 million in budgets, including State, Clinical and Research funds.
- Reviewed all contracts for the Department, proposed language changes when necessary

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and made recommendations to the Chair for approval.

- Prepared all Departmental budgets, and reviewed or prepared all grant budgets and certain application content for compliance with University, Sponsor and Federal guidelines.
- Designed and deployed a clinical scheduling, communications and billing software package that reduced days out on receivables to 90 and increased collections by 40%.
- Implemented professional accounting package and associated accounting standards for all clinical contract invoicing. Prior to this our contract invoicing and collection process was inconsistent.
- Co-designed and implemented federally compliant research grant expenditure database with data downloads from various University mainframe systems. Upgraded the system with launch of the PeopleSoft Application. PeopleSoft system go live date was July 2004. We subsequently were able to draw data by September 2004, thus having our accounting system back on line for reconciliation.
- Assisted in grant preparation and made recommendations to investigators on various grant options.
- Supervised administrative, clerical, and clinical support staff.

1998-2001 University of Rochester Rochester, NY
 Dept. of Physics & Astronomy

Assistant Chair

- Chief Administrator responsible for \$13 million in budgets for a large academic research department, including management of the S.W. Barnes Fully Costed Research Shop. The services through the shop were mechanical and electrical design/fabrication, machining, instrumentation design/fabrication, vacuum core facility, and the Barnes Computing Facility. This facility carried its own overhead rate, distinct from the University's federal rate that required annual recomputation and auditing.
- Responsible for all non-faculty related duties during periods when the Chair was absent.
- Prepared all Departmental budgets and reviewed or reviewed all grant budgets and applications for compliance with University, Sponsor and Federal guidelines.
- Implemented a new computerized account management system for more than two hundred accounts, revised cost accounting standards, and modernized billing for the SW Barnes Shop.
- Edited multiple grant applications that were subsequently funded.
- Managed multiple buildings and their associated renovations.
- Supervised administrative, clerical and computing staff.

1996-1999 The Avallon Group, LLC Rochester, NY

Managing Member

- Managed a multi-dimensional limited liability company with several lines of service including: complete administrative services (MSO) for healthcare practices - network/limited liability partnership formation; negotiated managed care contracts, capitation calculations, lease and equipment agreements; oversaw billing and hiring/supervision of all non-clinical staff.
- Services included providing consulting services for managed care readiness assessments, review and/or negotiation of managed care contracts, operational redesigns, capitation calculations, facility and information system design and implementation.

1994-1996 Unity Healthcare Rochester, NY
(Formerly Park Ridge Hospital, Inc.)

Director of Administrative Services, Park Ridge Mental Health

- Responsible for \$15 million in budgets for a large multi-site Community Mental Health Center.
- Developed operational and financial models to prepare for a Managed Care Capitated environment including, but not limited to, capitation calculations, product line development, information systems and contract provisions.
- Designed/implemented a computerized financial model to effectively develop budgets and controls across multiple programs and funding streams.
- Revised plan for, and completed implementation of, a \$600,000 fully-automated clinical records system for both Mental Health and Chemical Dependency Programs.
- Managed and negotiated all contracts for Park Ridge Mental Health.
- Supervised administrative support staff.

1987-1995 National Institutes of Health Bethesda, MD

Fiscal/Administrative Consultant

- Reviewed and evaluated financial and administrative details of Center and Program Project grant and contract proposals submitted to the National Institutes of Health for compliance with Federal Regulations, including site visits to applicant organizations.

1983-1994 University of Rochester Rochester, NY

Administrator, New York State Designated AIDS Center 1991-1994

- Responsible for all administrative processes for ambulatory clinics and inpatients encompassing four care areas: Adult, Pediatric, Psychiatric, and Obstetrics.
- Developed and administered annual operating and capital budgets.
- Reviewed Federal, state, OSHA, FDA and internal policies affecting issues surrounding HIV for Strong Memorial Hospital, an 800-bed academic teaching and research facility.
- Designed/Implemented a clinical information system to track case management, patient volume, diagnosis and laboratory values.
- Supervised support staff.

Senior Accountant – Dept. of Neurobiology & Anatomy 1987-1991

Research Administrator – Office of Research & Project Administration 1986-1987

Business Manager – Dept. of Clinical Dentistry 1984-1986

EDUCATION

Rochester Institute of Technology Rochester, NY
Master of Business Administration; Concentration: Management of Technology

Pennsylvania State University State College, PA

Bachelor of Arts in Anthropology; Concentration: Archaeology