

E. SUZANNE REINKE

Experience

Lead Funding Administrator, Post Award ▪ July 2023 – Present
Purdue University West Lafayette, IN

Post Award Management, Prior Approval requests, Budgets, NCE's, Financial reporting, close-outs, amendments, amendment negotiations, Compliance, and mentor.

Project Specialist III ▪ March 2015 – July 2023
University of Nebraska-Lincoln ▪ Lincoln, NE

Post-Award Projects, Invoice/set up projects, Review projects for compliance, Amendments, Budget, Budget entries, Journal entries, Accounts Payable, Wire & ACHs documents, Policy and Procedures, Training new employees, Training for Faculty and Staff regarding Grants/Contracts, Project expenses to budgets, Lead to change from effort reporting to alternate to effort reporting for all the University, on the University A/R transition team.

Administrative Coordinator ▪ July 2012 - March 2015
University of Nebraska-Lincoln ▪ Lincoln, NE

Budget, Accounting, Grant Accounting, Financial Statements, Course Scheduling, Supervise Employees, Search committees, Faculty Elections/Promotion/Tenure Process, Procurement, Deposits, P-Card, Grant Accounting, Foundation Transfers, Reconcile Accounts, Journal Entries, Accounts Receivable, Accounts Payable, Travel and Non-Travel reimbursements, Tax Returns

Accounting Clerk ▪ September 2011 - July 2012
University of Nebraska-Lincoln ▪ Lincoln, NE

Accounts Payable, Travel and Non-Travel Reimbursements, Budgets, Payroll, Personnel (EPAF's), Time entry for payroll, E-shop, P-Card Purchases and Reconciling, Foundation Transfers, Reconcile Accounts

Bookkeeper ▪ July 2009 - December 2011
St. John Lutheran Child Development Center ▪ Seward, NE

Audit Procedures, Financial Statements, Payroll, Accounts Receivable, Accounts Payable, Bank Reconciliation, Journal Entries, Policies and Procedures Manual

Bookkeeper ▪ June 2002 - April 2010
Fitz Family Ministries ▪ Seward, NE

Accounts Payable, Accounts Receivable, Payroll, Monthly/Quarterly/Yearly Reports, Annual Tax Return, Bank reconciliation

General Accountant ▪ August 1999 - May 2001
Concordia University - Nebraska ▪ Seward, NE

Maintain General Ledger and Annual Tax Returns University and Foundation,
Monthly/Quarterly/Yearly Financial Statements, Budgets, Depreciation and Investment Entries, Audit

work papers, Supervised Accounts Payable and Accounts Receivable, Supervised Employees, implemented new Accounts Payable system

Accountant ▪ March 1994 – December 1998
Concordia University – Irvine – Irvine, CA

Managed student accounts, Accounts Receivable, help with audit papers, deposits, supervised student workers, helped with implementation on new student accounting system

Skills

- problem solving, meet deadlines, organized, communication, detail oriented, achiever, deliberative, relator, responsibility, connectedness

Software

Excel, Word, Access, PowerPoint, SAP, NUgrant, QuickBooks, Coeus, Perceptive Content

Education

Concordia University - Irvine
May 1994 ▪ B.A., Business Administration - Management

Memberships

NCURA 2015 – Present
Mentee 2017 and 2018
Co-Chair Region IV Membership committee August 2018- May 2021
Member of the Membership committee May 2021-Present
Treasurer Region IV May 2023 – Present

SRAI 2020 – July 2023