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**Profile:** Highly experienced, accomplished, and dedicated professional with outstanding organizational, management, planning, modeling, financial, and analytical skills. Extensive background in business and cost modeling, strategic planning and implementation, financial management, financial analysis, financial information systems, project and portfolio management, department administration, and policy development. Highly proficient in analytical techniques and financial modeling with strong information technology skills.

**Expertise includes:**

- Financial Systems
- Budgeting
- Financial Monitoring and Management
- Department Administration
- Procurement and Accounts Payable
- Grant Management
- Project Management
- Portfolio Management
- Strategic Planning
- New Business Development
- Performance Monitoring
- Asset Management

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**Education:**

2011, Project Management Institute (PMI), **Project Management Professional (PMP) Certificate**

1996 - 1998, Baruch School of Business, New York, NY, **Master's Degree in Finance**

1985 - 1986, University of Sarajevo, Sarajevo, Bosnia and Herzegovina, **Certificate in business administration, computer systems and programming**

1981 - 1985, University of Sarajevo, Sarajevo, Bosnia and Herzegovina, **Bachelor of Science Degree in Economics**

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**Experience:**

**Dec 2018 - Present**, John Jay College of Criminal Justice, Finance and Business Services  
**Finance Budget Director, Finance and Business Services**

- **Dec 2018-June 2019: Area of responsibilities: Budget Office**
- **July 2019-July 2020: Area of responsibilities: Budget Office and Accounts Payable**
- **August 2020-Present: Area of responsibilities: Budget Office, Accounts Payable, Procurement Office, Asset Management and Business Office Requisitioning Unit.**

***Policies and Procedure***

- Responsible for establishing the College Policies and procedures regarding the College Budgets and Financial Plans for Tax Levy, IFR, and Non-tax levy entities.

***Budgeting and Financial Management***

- Oversee development, communication, and management of the budget and planning process of the College's Financial Plan to allocate Tax Levy and Non-Tax Levy resources.

- Align planning and budget activities and processes to effectively and efficiently maintain and develop personnel, physical, and financial resources for the College.
- Maintains the university position control budget to ensure accurate salary, wage, and benefit projections.
- Responsible for planning and fiscal analysis of new initiatives development, including developing new initiative budgets.
- Manage the College's revenue operations including projecting revenues based on current and future enrollment trends, monitoring revenue collections as compared to university targets, and developing models for revenue estimates.
- Ensure compliance with University's Cash Management, Financial, and Record Retention policies.

### ***Financial Reporting***

- Prepares multi-year financial projections including analysis of alternative budget scenarios.
- Manage the preparation of monthly and quarterly financial reports.
- Performs analysis of year-end financial results to inform decision making at the Senior Staff level.
- Produce ad hoc analysis as needed.
- Conduct variance analysis and prepare miscellaneous reports as needed.

### ***Procurement Services***

- Oversee Procurement department, including procuring University-wide contracts and managing the College's strategic sourcing initiatives.
- Oversee planning and purchasing to ensure the consistency, cost-effectiveness, efficiency and adequacy of the procurement process.

### ***Accounts Payable***

- Oversee College's Account Payable operations.
- Ensure the College's financial obligations for the expenditures of goods and services, local and non-local travel, and other reimbursable expenses are paid promptly and accurately.

### ***Asset Management***

- Overseeing Property Management activity, including Annual re-inventory.

### ***Business Office Requisitioning Unit***

- Overseeing the Centralized Requisitioning Unit to assist Academic Departments with CUNYfirst Requisitioning process.

**Apr 2006 - Dec 2018, New York Institute of Technology, Information Technology and Infrastructure  
Senior Director for Planning, Project Management and Business Affairs**

### ***Strategic Planning***

- Responsible for all strategic planning and modeling activities of Division of Information Technology and Infrastructure (ITI). ITI consist of IT, Facilities, and Security.
- Provide strategic advice on multi-year budget planning as related to the University's operating, capital and grant budgets. Responsible for developing collaborative budget planning assumptions. Develop the Division's long-term Capital Plan. Coordinating within ITI and also with Financial

Affairs and Academic Affairs, prepare the University's long-term Capital Plan. Update plan on an annual basis.

- Manage the development and assessment of 5 year IT Strategic Plan.

### ***Budgeting, Financial Monitoring, Management and Modeling***

- Direct and coordinate activities for operating and capital budget development, submission, monitoring and maintenance; and opening and year-end closing processes.
- Prepare multi-year operating and capital budget forecasts, and performance targets.
- Develop financial reporting solutions for IT and Facilities. Monitor and analyze budgets against actual expenditures, investigate variances, and recommend corrective actions.
- Responsible for administering and managing contracts: vehicle lease, hardware procurement and maintenance, software procurement and maintenance, IT outsourcing, security outsourcing, telecommunications and internet connectivity, etc.
- Responsible for creating and maintaining Division's budget, revenue and/or expense models.
- Responsible for implementing financial accountability frameworks, practices and controls for the Division. Develop, direct and coordinate a comprehensive evaluation plan for budget planning activities and annual assessment.

### ***Portfolio and Project Management***

- Responsible for oversight and administration of the Portfolio/Project Management Office.
- Responsible for overall portfolio reporting for ITI and much of the university.
- Maintain a plan of activities, coordinate work across all ITI departments and other university divisions, ensure sharing of knowledge, adherence to standards and policies.
- Establish standards for project and portfolio management.
- Responsible for implementing and executing a Projects Prioritization Process at NYIT.
- Serve as project manager for a variety of high-priority special projects.

### ***New Business Development***

- Responsible for developing new businesses or services; preparing, reviewing and analyzing related information on proposals; presenting findings and recommendations to the VP, and developing related implementation plans.
- In collaboration with VP, developed a multi-year business plan and proposal for a Document Management System for NYIT, which is successfully implemented.
- In collaboration with VP, developed a multi-year business plan and proposal for establishment of a Data Warehouse Unit and implementation of a Data Warehouse and Enterprise Reporting System for NYIT, which has been successfully implemented.

### ***Department Administration, Procurement and Accounts Payable***

- Responsible for developing and implementing departmental administrative policies, as well as assuring compliance with University policies and procedures. Maintain and communicate all policies and procedures in a time-sensitive manner.
- Train and mentor staff in the Division on Divisional processes, policies and procedures.
- Responsible for procurement, receiving, and accounts payable for the Division.

### ***Human Resources and Payroll***

- Manage administrative services and personnel functions including hiring and separation process, effort report, performance management, performance counseling, compensation input, workload balancing, temporary personnel needs, time and attendance tracking and reporting.

### ***Performance Monitoring***

- Track, monitor and report on IT and Facilities operations, including service calls, and work order.
- Responsible for resource utilization tracking, modeling and forecasting and rate analysis for space utilization and utilities.
- Develop measurement systems and metrics to assess and report performance of processes and solutions.

### ***Grant Management***

- Manage all grant proposal preparations for the division. Serve as liaison among divisions, granting agencies, the OSPAR and affiliated departments.

### ***Space Management***

- Responsible for space management.
- Responsible for formulating policies and procedures to ensure that the physical needs of the research, academic and administrative functions of the University are met.
- Develops space utilization analysis. Conducts space needs assessments, develops options for addressing needs, and oversees implementation of recommendations.

## **2002 – 2006, Columbia University Medical Center, CUBhis – Information Resources Administrative Director**

- CUBhis – Information Resources is the central IT organization of Columbia University Medical Center which is comprised of Help Desk, Desktop Support, Systems & Server Support, Network Support, Security, Application Development, and Web Design Studio units.

### ***Administration and Finance***

- Manage and oversee the administrative and financial affairs of CUBhis - Information Resources, including budgeting, financial planning, new business development, financial analysis, modeling and reporting, purchasing, accounts payable, human resources, payroll, and grants management. Develop and implement departmental administrative policies as well as assuring compliance with University policies and procedures.
- Serve as liaison on administrative and financial matters between Medical Center Administration, Business Office, Controller's Office, Human Resources and outside private and government funding agencies.
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### ***Budgeting, Financial Monitoring, and Management***

- Develop and recommend the budget to the Associate Vice President. Manage the coordination of the budgeting process with the unit managers. Work with Associate VP and Deputy VP on the finalization and submission of budgets. Prepare all internal and external budget documents.
- Responsible for monitoring financial activities to assure compliance with University policies and conducting financial feasibility studies. Oversee and perform financial analysis, preparation of management reports, and special projects. Administer the approved budget, including monitoring

all accounts and reviewing monthly statements, and recommend reallocation of funds as necessary. Report to the Associate VP and Deputy VP on the status of budgets.

### ***Strategic Planning***

- Work with the Associate VP on strategic planning for department by identifying new areas for revenue generation, generate and present proposals outlining these areas within the context of the strategic plan of the department, and oversee the implementation and maintenance of the strategic initiatives. Work with the Associate VP on revising and improving existing business plans and models toward automating and streamlining current procedures. Responsible for planning, development, implementation and oversight of a comprehensive long term financial plan to achieve objectives. Organize chart of accounts for the department.
- Responsible for short and long term capital planning.

### ***New Business and Revenue Management***

- Facilitate start-up business and contract tracking, provide analysis and recommendations for leveraged procurement to reduce costs, improve terms, and maintain key suppliers.
- Monitor and project revenue, as well as develop, implement and evaluate cost models for charge rate structure for services provided to departments and outside agencies.
- Construct and prepare service level agreements for services provided within the university and to outside agencies. Analyze and initiate modifications to previously negotiated agreements and maintain accurate records of all modifications to various revenue generating projects. Ensure timely and accurate delivery all effort reports to internal and external clients.
- Responsible for forecasting revenue and expense based on negotiated service rates and costs, adjusting projections based on actual time and materials used in providing service through the fiscal year. Prepare quarterly reports for the department.

### ***Performance Monitoring***

- Analyze, track and report the operations of the department and units with the purpose of developing and improving support service procedures. Develop and maintain benchmarks to evaluate and report performance of procedures.

### ***Procurement and Accounts Payable***

- Manage and supervise procurement and accounts payable activities. Coordinate, supervise and manage billing and chargeback activities.

### ***Human Resources and Payroll***

- Review, coordinate, and manage the administrative aspects of new hires, promotions, terminations, and other human resources tasks for Information Resources. In collaboration with the Associate VP and unit managers develop and implement performance goals and objectives. Prepare performance program and performance evaluation reports, handled performance and/or disciplinary issues.

### ***Grant Management***

- Coordinate and assist in all project proposal preparations. Collaborate with all internal and external project contributors and Office of Grant and Contracts to assure proper compilation and submission of the proposal on a timely basis. Administer and manage project budget according to project and agency requirements.

**1994 – 2002, Permanent Mission of Bosnia and Herzegovina to the United Nations, NY Consulate  
General of Bosnia and Herzegovina, NY  
Adviser for Financial Affairs/Business Manager**

***Financial Affairs***

- Classify and manage accounts constituting the Mission's and Consulate's general ledger; review daily transactions and report summaries for compliance with internal controls; prepare periodic financial statements to be presented to the Ministry of Foreign Affairs; ensure compliance with financial rules and regulations of Ministry of Foreign Affairs of Bosnia and Herzegovina; develop and maintain various operational and reporting packages to support financial decision-making.
- Responsible for development and monitoring of the Mission and Consulate budgets, cooperatively develop the individual budget packages for the consul and the ambassador. Compile the master budget package. Responsible for monitoring spending to analyze trends and to identify variances and to report this information. Maintain suspense accounts.
- Manage and implement special projects as required, evaluate projects and programs periodically to recommend expansion or contraction. Work with the ambassador and consul on strategic and program planning, organizational design and business process improvement.
- Develop, propose and implement plans to increase consulate project revenue and fundraising through improved business planning and program development.
- Provide advice and guidance to the ambassador and consul general on budgetary and financial policies and procedures, keep up-to-date on documents/reports/guidelines, ensuring compliance with governmental requirements as well as with the Ministry policies and procedures; prepare and finalize reports on budgetary issues and compliance, including guidelines and instructions.
- Assist and advise in preparation of contract and lease documents, and procurement of the goods and services. Administer and monitor agreements and cost plans ensuring compliance with regulations, rules, policies and procedures.
- Recommend redeployment of funds when necessary, ensuring appropriate expenditures, administer and monitor extra-budgetary resources, including review of agreements and cost plans.
- Work with ambassador and consul on establishing and maintaining mission and consulate processes, policies and procedures.
- Responsible for all service contracts.

***Administrative Affairs***

- Responsible for daily operations of the office, supervising the financial processes, transactions and payroll, administering petty cash and invoice payments, reconciling monthly reports, resolving any outstanding invoices, recommending savings measures and advising the ambassador and consul general about monthly activities and discrepancies.
- Handle personnel matters, supervise and oversee all office staff; develop job descriptions; recruit local staff; manage job performance and evaluation, resolve employee relations problems, maintain attendance records, work closely with the ambassador and consul general to develop and implement all office policies; serve as liaison with Bosnian embassies, missions and consulates, and the Ministry of Foreign Affairs.

***Humanitarian Affairs***

- Develop humanitarian programs and projects of strategic value in partnership with in-country humanitarian agencies, bilateral/multilateral donors and national partners by identifying priority interventions, developing project documentation and suggested funding, participating in activities

related to the fundraising. Ensure effective and efficient execution of approved projects and programs by evaluating and monitoring of project activities.

**1992 – 1993, Graditelj, Inc., Trogir, Republic of Croatia**

**Financial Administrator**

- Responsible for processing and accounting receipts and payments, producing financial reports, and advising of internal control procedures.

**1990 – 1992, Credit Bank of Sarajevo, Sarajevo, Bosnia and Herzegovina**

**Programmer/Analyst**

- Responsible for developing and implementing of banking solutions, including design, coding and testing of modules in COBOL with CICS interface and writing documentation.

**1986 – 1990, Energoinvest-Sarajevo, Sarajevo, Bosnia and Herzegovina**

**Programmer**

- Responsible for developing and implementing of business applications, including design, coding and testing of modules in Dbase III and COBOL and writing documentation.