

# JENNIFER URYNIAK

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Highly accomplished business professional with over 20 years of experience in accounting and financial analysis. Sixteen years of experience with Syracuse University financial systems, including executive-level oversight of Auxiliary Services' \$160 million annual budget. Led a large, complex University division through a year-long transition period, with responsibility for over 450 employees.

## EXPERIENCE

**JULY 2020 TO PRESENT**

**AUGUST 2015 – AUGUST 2019**

### **EXECUTIVE DIRECTOR OF BUDGET AND OPERATIONS**

SYRACUSE UNIVERSITY AUXILIARY SERVICES

- Began position as Senior Business Manager in August 2015, promoted to Director of Budget & Finance in August 2017, and then to Executive Director of Budget & Operations in July 2021
- Prepare and analyze the budgets and financial projections for Housing, Food Services, the Campus Store, Minnowbrook Conference Center, Lubin House, Parking and Transportation Services, and Auxiliary Services Business Operations
- Establish and maintain the long-range capital plan for the division in collaboration with Campus Planning, Design, and Construction
- Serve as the liaison for Auxiliary Services to offices such as the Comptroller's Office, General Accounting, General Counsel, Internal Audit, Treasurer's Office, and the Budget Office
- Oversight of divisional marketing, administration, and technical services
- Provide training, accounting guidance, and direction to divisional directors and budget contacts

### **Major Accomplishments:**

- Financial lead for the implementation of the Campus Store point of sale system including automated feed to Peoplesoft general ledger system
- Successful design and roll-out of a new meal plan structure providing students and families with value in an unlimited plan and eliminating weekly lost meals while maintaining revenue and food costs for the institution
- Preparation of financial scenario modeling resulting in real estate acquisitions, residential campus framework projects, improvements to revenue share agreements, movement towards a 'cashless' campus, and adjustments to rate structures to maximize revenue

## **AUGUST 2019 – JULY 2020**

### **INTERIM DIRECTOR**

#### **SYRACUSE UNIVERSITY AUXILIARY SERVICES**

- Provided overall guidance and leadership to all Auxiliary Services departments by spearheading operational, service, facility, and financial performance improvements with an emphasis on the continuous improvement and enhancement of employee relations
- Identified strategic initiatives to implement to improve the retail market position and financial performance of the Campus Store and Food Services operation, including Stadium services
- Identified training opportunities for staff members at all levels throughout Auxiliary Services to improve their skills
- Established business continuity plans and led the division through the pandemic, including participation on the University's Covid Policy Committee and serving as co-chair of the Infrastructure and Residence Life Committee to re-open a residential campus in fall 2020

#### **Major Accomplishments:**

- Developed and implemented strategic improvements to the Campus Store including the acquisition of a new point of sales system, ecommerce website, and renovation to the store to maximize retail space and increase revenue
- Completed a comprehensive meal plan study to address the needs of students in order to add value and improve service while maintaining revenue levels
- Finalized floor plan layouts and negotiated franchise contracts related to the renovation of the Schine Dining facility
- Initiated a review of Stadium food service operations, which led to re-branding, operational efficiency, functionality, technology, and stand design to increase profitability and improve the fan experience

## **JULY 2012 – AUGUST 2015**

### **ACCOUNTING DIRECTOR**

#### **SYRACUSE UNIVERSITY STUDENT AFFAIRS**

- Managed the accounting procedures for the Division of Student Affairs including development, review, and administration of financial processes and analyses, financial security and controls initiatives, and identification and implementation of process improvements
- Developed and distributed divisional financial communications
- Assisted with the annual budget process
- Coordinated, reconciled, and analyzed monthly budget worksheets for 25 departments
- Provided training, accounting guidance, and direction to divisional directors and budget contacts
- Oversaw Schine Box Office operations, including supervision of the Box Office Manager and student employees

## **JULY 2006 – JULY 2012**

### **ASSOCIATE DIRECTOR/FINANCIAL ANALYST**

#### **SYRACUSE UNIVERSITY STUDENT AFFAIRS**

- Coordinated, reconciled, and analyzed monthly budget worksheets for 25 departments

- Consolidated the monthly departmental worksheets to project the estimated fiscal year-end financial position of the division
- Provided training, accounting guidance, and direction to divisional directors and budget contacts
- Oversaw Schine Box Office operations, including supervision of the Box Office Manager and student employees
- Ensured divisional departments met human resources, payroll, general accounting, and credit card reconciliation deadlines

#### **OCTOBER 2005 – JULY 2006**

##### **ASSOCIATE DIRECTOR/FINANCIAL ANALYST**

###### **SYRACUSE UNIVERSITY STUDENT CENTERS AND PROGRAMMING SERVICES**

- Completed monthly reconciliations and budget worksheets with forecasts for Student Centers and Programming Services and the Schine Box Office
- Approved the weekly and semi-monthly payroll and initiated the hiring process for professional staff and student employees in Student Centers and Programming Services and the Schine Box Office
- Oversaw and administered the business operations of the Schine Box Office
- Managed box office student employees including hiring, training, scheduling, and supervision

#### **JUNE 2004 – OCTOBER 2005**

##### **SENIOR ACCOUNTANT**

###### **SYSCO FOOD SERVICES**

- Prepared weekly and monthly financial reporting to corporate, monthly sales tax returns, and annual federal and state tax packages
- Performed audits of customer accounts to ensure compliance with agreements
- Tested controls related to Sarbanes-Oxley requirements and report results back to corporate

#### **FEBRUARY 2002 – JUNE 2004**

##### **ACCOUNTING ANALYST**

###### **CARRIER CORPORATION**

- Managed monthly closings and financial reporting, including journal entry preparation and Intercompany balancing for several regions, entities, and ledgers
- Assisted the Controller as needed in the reporting of Carrier sales and distribution daily and weekly sales as well as contributing to special projects for senior leadership
- Led team of accountants in integrating accounting records to the general accounting department at headquarters for a regional acquisition

#### **AUGUST 1998 – FEBRUARY 2002**

##### **SENIOR ACCOUNTANT**

###### **GUSTAFSON & CO., CPA'S**

- Planned, performed, and supervised audits, reviews, and compilations of financial statements for partnerships, non-profit organizations, and health care facilities
- Preparation and review of corporate, partnership, individual, payroll, and sales tax returns
- Performed bookkeeping services for several corporations and sole proprietors, including providing consultation on computerized bookkeeping programs

**APRIL 1998 – AUGUST 1998**

**ASSISTANT TO CONTROLLER**

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- Responsible for processing accounts payable and receivable for three separate entities
- Controlled monthly generation of customer invoices and statements
- Assisted in the preparation of monthly financial statements

**EDUCATION**

**MAY 1998**

**BACHELOR OF SCIENCE IN ACCOUNTING AND BUSINESS ADMINISTRATION,  
CONCENTRATION IN ORGANIZATION AND MANAGEMENT**

LE MOYNE COLLEGE

**SKILLS**

- Strategic and analytical decision-making
- Ability to teach and mentor
- Relationship building and team-oriented thinking
- Effective written and verbal communication
- Creative problem-solving
- Trustworthy and dependable
- Integrity and professionalism