

LINDSAY EATON

EXPERIENCE

FINANCIAL AND OPERATIONS SPECIALIST, WELLBEING & EQUITY INNOVATIONS 11/2025- Current

- Maintains and monitors staff time allocations across multiple projects and funding streams.
- Reviews and processes staff, consultant, and travel reimbursements for accuracy and compliance with policies.
- Maintains accounts receivables.
- Reconciles monthly credit card and bank statements against receipts and expenses reports.
- Reviews, codes and processes vendor invoices in accordance with financial procedures
- Records transactions accurately in accounting system
- Assists in the development of project and organizational budgets
- Maintains accurate records of restricted and unrestricted funds, assuring compliance with grant terms and conditions.

Services provided under contract from July 2023-October 2025

PROGRAM MANAGER, COLLEGE OF NURSING/FLORIDA STATE UNIVERSITY 4/2024-Current

- Manages and monitors various budgets and financial records to properly account for revenue and expenditure transactions within interdepartmental operational, auxiliary, and foundation budgets.
- Oversight of College of Nursing Clinic Financials, expenditures and Budgeting.
- Supervises departmental staff performing fiscal functions, including those related to procurement, travel, and scholarships, providing day-to-day guidance and coordination of the financial team workload.
- Interprets University and functional policies, ensuring regulatory compliance with policies and procedures. Develops, recommends, and implements internal control policies to ensure sound fiscal management and compliance with Federal, State, and University policies and procedures.
- Manages, updates, and documents processes and procedures to accomplish job duties and tasks. Coordinates and/or serves on committees for planning and implementing best business processes as requested by the Assistant Dean for Finance and Administration.
- Administer and oversee the processing and approval of tuition waivers, scholarships, graduate stipends, and health subsidies.
- Serves as a member of the College of Nursing scholarship committee, assisting with scholarship selection and responsible for compliance, oversight, and delivery of student scholarship funds for the College.

PROGRAM COORDINATOR, NHMFL/FLORIDA STATE UNIVERSITY 3/2022-4/2024

- Manage complex pre- and post-award activities from proposal development and budget justification to award reconciliation and closeout across multimillion-dollar grant portfolios.
- Manages and monitors budget and expenditures for \$20m in Federal and State Funding across 30 subprojects.
- Develops, analyzes, and maintains quarterly budget vs. expense analysis to ensure project costing matched relevant Federal and State Policy as well as ensured accurate projections for primary and contingency budgets.
- Responsible for providing departmental leadership and project cost manager complex monthly financial reports and expenditure reconciliations to certify all expenses were properly allocated.
- Performs essential fiscal functions for the department including Travel, Procurement, ePAF's, Facet Reporting, AOR's, and DOL submissions to Fiscal Team.
- Collaborates with leadership on the development of policies, procedures, and the management of budget and account reconciliation.

ADMINISTRATIVE SPECIALIST, FLORIDA STATE UNIVERSITY 3/2021- 02/2022

- Generated actionable reports for senior leadership, summarizing the college's intellectual property and patents accumulated over the year.
- Manages PCARD proxy and reconciliation and serves as an alternative for purchase order submission.
- Reviewed and supervised all components of patent submission information and the granting of patents.
- Handled the invoicing fees from lawyers in preparation for processing by the Office of Research Accounting Department.
- Planned, allocated funds for, and coordinated every facet of events, encompassing logistics, venue selection, program agenda, and timeline.

OFFICE MANAGER, TMH CASE MANAGEMENT

9/2019 – 3/2021

- Supervising staff in non-clinical roles, conducting annual staff evaluations, maintaining employee files, overseeing the orientation of new staff, and participating in the interview and recruitment process for the department.
- Handles scheduling for nursing and MSW staff, tracks and manages annual leave, bereavement, and FMLA, and performs duties as a timekeeper for payroll and in accounts payable/receivable.
- Oversees the referral process, compiles, and maintains spreadsheets and reports, ensures compliance with hospital procedures in collaboration with the facility liaison, manages communication with third-party payers, collaborates with RN and MSW staff in submitting to third-party payers, and tracks the acceptance/declination of referrals from providers.

FINANCIAL MANAGER, OFFICE BUSINESS SYSTEMS, INC.

11/2015- 9/2019

- Handles accounts payable and receivables, manages and budgets the service account, and takes care of end-of-month tasks such as data compilation, statement preparation, check processing, and reconciliation of bank statements for the CPA.
- Manages copier contracts, oversees supply chain management and collections, coordinates meter reading requests for monthly billing, and maintains organized customer account files.

I.T. SERVICE MANAGER, OFFICE BUSINESS SYSTEMS, INC.

9/2011 – 11/2015

- Provides support for network copiers and printers, works as a trainee in network support, and offers technical phone support.
- Establishes customer networks and performs computer programming.

TRAININGS/CERTIFICATIONS

- ESPEAR
- HR Certification
- Financial Rep Certification