

Karen Phillips McKee, CPA

3527 Sevierville Road
Maryville, TN 37804

Education	University of Tennessee, Knoxville
August 2000	<i>Master of Accountancy</i>
	University of Tennessee, Chattanooga
May 1999	<i>Bachelor of Science in Accounting</i> GPA: 3.94 / 4.0
Experience	The University of Tennessee, Office of the Controller, Knoxville, TN
Sept 2018-Present	<i>Assistant Controller</i> <ul style="list-style-type: none">• Provide official external financial reporting and internal financial reports to senior leadership used for strategic planning and goal setting.• Assist in oversight of financial compliance in sponsored project management.• Oversee accounting process and control function of the university's financial classification and structure.• Perform administrative duties, including hiring, disciplining, supervising, and performance appraisals of financial specialists.
June 2010-August 2018	The University of Tennessee, Office of the Controller, Knoxville, TN <i>Financial Specialist II</i> <ul style="list-style-type: none">• Reconcile and initiate payments for debt service for commercial paper and bonds.• Provide future debt estimates to campuses for budgeting purposes.• Final approval of all charges related to university construction projects.• Hold retainage on construction contracts and apply interest earnings.• Prepare various schedules for the annual Report of the Treasurer and assist with financial statement preparation.
Sept 2000-May 2010	Comptroller of the Treasury, Division of State Audit, Knoxville, TN <i>Financial and Compliance Auditor</i> <ul style="list-style-type: none">• Conduct various college and university audits, including the University of Tennessee, in accordance with federal and state laws and university policies.• Supervise audit team, from one to ten members at a time.• Train new employees in their duties.• Audit various sections of the financial statements.
Other Activities	Association of Government Accountants, East Tennessee Chapter Member since 2016 President 17-18 Program Year, received Platinum Award
	The Lighthouse Church, Maryville, TN Member since 2009