

THE EXECUTIVE OFFICE: F&A PRIMARY CONTACT CHART

Kim Dinh

Senior director
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Resource management
Funding & spending authorization
Org/Unit spending plans
F&A policy oversight

Employee relations
Performance management
Employment policies

Strategic planning
Organizational planning
Finance and budgets

All other finance and HR matters not assigned to Maria and Amiee.

Maria MacGregor

Assistant director
marian4@uw.edu / 616-8428

F&A lead for these units:
Academic Personnel
Center for Teaching & Learning
Executive Office
- President & Provost
- Board of Regents
- Ombud
- Rules Coordination
Faculty Senate
ROTC
UWINCO

Providing support and guidance in the following areas:

Human resources

- Recruitment for temporary and permanent positions
 - Position development and consultation
 - Recruitment best practices (application review, interviewing, and reference checks)
- Workday
 - Employee onboarding/off-boarding
 - Position /Compensation change transactions
- Absence consultation
 - Leave policy & FMLA
 - Time off usage

Finance

- Revenue and expense projections
- Expense accounting and reconciliation
- Rates & fees analysis and consultation
- Grants & contracts consultation and administration

Procurement & travel policy and consultation

- Reimbursement policy and procedures
- Allowable spending policy
- Managing vendor contracts/agreements, including competitive solicitations

Amiee Kehrer

Assistant director
amieek@uw.edu / 221-4843

F&A lead for these units:
Academic & Student Affairs
- Advancement
- Academic Technologies
- Privacy Office
- Strategic Initiatives
Faculty Advancement
Life Sciences Discovery Fund
Planning & Budgeting

Alexander Wheeler

Administrative specialist
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Executive F&A Units

Providing support and guidance in the following areas:

Procurement & travel transactions

Facilities, equipment, and IT assistance