



**Curriculum Vita
July 2026**

Instructor: (Debbie Gonzalez & Adjunct Instructor)

Academic Department: College of Innovation and Design

Phone: ((903) 634-7046)

University Email Address: (Debbie.Gonzalez@etamu.edu)

Faculty Web Page Address: (if applicable)

East Texas A&M University Addresses:

Main Campus: PO Box 3011, Commerce, TX 75429-3011

Dallas Site: 8750 North Central Expressway, Suite 1900, Box 30, Dallas, TX 76231

College of Innovation and Design Office Phone: 214.954.3615 & 903.886.5878

EDUCATION

Degree: Master of Business Administration (MBA)

Texas A&M University-Commerce, 2023

Degree: Bachelor of Business Administration with Teacher Concentration

Texas A&M University-Commerce, 2010

TEACHING EXPERIENCE

July 2026 – Present

Adjunct Instructor, College of Innovation and Design

East Texas A&M University | Commerce, Texas

Courses Taught

- BAAS 326 – Exploring Spreadsheets (Summer II 2026 (July 6 – August 8))
 - Teach undergraduate students in an accelerated online course covering Microsoft Excel, spreadsheet design, data analysis, formulas, charts, and business applications.

- Design engaging instructional materials, weekly announcements, and supplemental learning resources.
 - Facilitate learning using D2L Brightspace and Pearson MyLab while providing individualized feedback.
 - Assess student learning through assignments, quizzes, and spreadsheet projects.
 - Maintain an inclusive online learning environment through proactive communication and timely feedback.
 - Integrate over 15 years of accounting and higher education finance experience into classroom instruction.
 - Utilize D2L, Pearson MyLab, Microsoft Excel, Zoom, and Microsoft Office technologies.
- BAAS 326 – Exploring Spreadsheets (Fall 2026 (August 20th – December 11th) - Scheduled)
 - CBE 346 –Numbers for Leaders (Fall 2026 (August 31st -October 16th) – Scheduled)

PROFESSIONAL EXPERIENCE

April 2025 – February 2026

Assistant Director of Restricted Funds

East Texas A&M University | Commerce, Texas

- Managed the complete lifecycle of Foundation and Alumni Association restricted funds from gift agreement creation through donor stewardship.
- Drafted legally compliant gift agreements balancing donor intent with institutional priorities.
- Developed and maintained policies and procedures for gift acceptance and restricted fund administration.
- Ensured compliance with IRS regulations, Title VI, Title IX, Texas SB 17, and university policies.
- Researched higher education best practices and recommended operational improvements.
- Collaborated with Financial Aid to administer donor-funded scholarships.
- Performed ongoing fund health reviews and supported audits and reporting.
- Provided guidance to campus stakeholders regarding donor compliance and restricted funds.

April 2022 – April 2025

Senior Accountant

Grocery Supply Company | Sulphur Springs, Texas

- Prepared financial analyses, management reports, forecasts, and revenue projections.
- Reconciled complex balance sheet and general ledger accounts.
- Investigated audit findings and strengthened internal controls.
- Improved accounting procedures and financial processes.
- Managed state licensing compliance across multiple divisions.
- Supported month-end/year-end close and external audits.

March 2020 – March 2022

Grant Accountant & Property Manager

East Texas A&M University | Commerce, Texas

- Managed financial operations for federal, state, and institutional grants.
- Prepared reimbursement requests and financial reports.
- Managed university fixed assets and supervised two employees.
- Reviewed grant expenditures for compliance.
- Prepared quarterly and annual federal reports.
- Supported grant audits.

July 2016 – March 2020

General Ledger Accountant

East Texas A&M University | Commerce, Texas

- Maintained the University's general ledger through reconciliations and financial analysis.
- Prepared journal entries and reconciled bank accounts.
- Supported NCAA reconciliations, month-end close, and audit preparation.

February 2014 – July 2016

Financial Reporting Analyst / Staff Accountant

East Texas A&M University | Commerce, Texas

- Prepared journal entries and reconciliations.
- Performed daily deposit and financial aid reconciliations.
- Supported institutional financial reporting.

November 2011 – January 2014

Financial Aid Assistant

East Texas A&M University | Commerce, Texas

- Assisted students with financial aid and FAFSA verification.
- Provided customer service while maintaining FERPA compliance.

July 2010 – November 2011

Business Services Assistant

East Texas A&M University | Commerce, Texas

- Provided customer service for university financial services.
- Assisted with student accounts, cashiering, and daily office operations.

Professional Expertise

- Microsoft Excel (Advanced)
- Financial Accounting
- Managerial Accounting
- Financial Reporting
- General Ledger Accounting
- Grant Accounting
- Restricted Fund Management
- Donor Compliance
- Scholarship Administration
- Policy Development
- Internal Controls
- Financial Analysis
- Auditing & Compliance
- GAAP
- Higher Education Finance
- D2L Brightspace
- Pearson MyLab
- Microsoft Office
- Zoom
- Online Instruction
- Student Success
- Project Management
- Leadership

PUBLICATIONS

RESEARCH GRANTS AND AWARDS
