



**10/94 – 06/97**

**Overlook Center, Inc. - Knoxville, Tennessee**

**Staff Accountant**

Responsible for accounting systems for five HUD housing corporations. Duties included accounts payable, accounts receivable, general ledger, cash flow management, monthly closing, and producing monthly financial statements including consolidated financial statements. Also responsible for preparing yearly budgets for each HUD corporation. Additional responsibilities included monthly closing for Overlook Center, Inc. including account reconciliations, fringe benefit and overhead allocations, and preparing and posting journal entries to the general ledger. Also responsible for updating and maintaining fixed assets and depreciation schedules for all locations.

**12/91 - 10/94**

**Private Industry Council - Knoxville, Tennessee**

**Fiscal Manager**

Managed accounting department including supervision of two accounting clerks that process accounts payable, purchasing supplies, equipment, and services, and maintaining an equipment inventory in accordance with Tennessee Department of Labor guidelines. Maintained adequate supporting documentation and internal controls to ensure compliance with grantor regulations and Generally Accepted Accounting Principles. Responsible for budgeting and planning use of State and Federal funds. Developed cost allocation plans to equitably spread program costs across grant funds and project future expenditures. Provided financial information monthly to board of directors and maintained communications with Knox County Central Accounting Department.

**10/88 - 12/91**

**State of Tennessee Department of Human Services - Nashville, Tennessee**

**Accountant II**

Monitored accounting systems of contracting agencies for compliance with Generally Accepted Accounting Principles, grant regulations, and allowability of expenditures. Also responsible for preparing monitoring reports, scheduling monitoring visits and conducting meetings with board members and administrative staff of contracting agencies. Provided technical assistance to contracting agencies, which lead to significant improvement in agency accounting systems.

**EDUCATION**

BS - Accounting - University of Kentucky, 1987

**Certifications/Licenses**

Real Estate License- State of Florida, 2003

**SPECIAL SKILLS**

Proficiency using the following software:

Windows	Excel	Word
Outlook	JD Edwards	Axiom A/E

**Professional Organizations:**

National Association of Realtors  
Florida Association of Realtors  
Association of Realtors – Fort Myers and the Beachs  
Association of Realtors – Port Charlotte/Punta Gorda  
Women's Council of Realtors

**Community Service:**

-Gateway Elementary PTA  
-Olga/Ft Myers Shores United Methodist Church –  
Leadership Committee  
-Meals on Wheels delivery volunteer