

NAME
Address
Address
Telephone

EXPERIENCE: **Credit Manager** **1981 to April 1989**
 Accounting Supervisor **1987 to April 1989**
 CORPORATION **CITY, STATE**

Plan and manage daily credit, collections, accounting, accounts receivable, and accounts payable operations for this \$7M manufacturer of nonde-structive testing devices. Report directly to Controller.

Primary areas of responsibility:

- **Credit** - Develop and implement company credit policies and procedures. Determine terms of credit for small to large companies, both foreign and domestic.
- **Accounts Receivable** - Monitor A/R both for U.S. and British offices. Converted A/R to three different computer systems. Cited by corporate Assistant Treasurer for substantial reduction in D.S.O. through comprehensive account analysis and aggressive strategizing.
- **Accounts Payable** - Supervise all A/P functions.
- **Accounting** - Utilize Lotus 1-2-3 to generate daily sales reports, horizontal analysis of balance sheets and income statements, monthly A/R analysis, and closed jobs reports. Utilize report generator for customized reports on Data General CS100. Prepare journal entries and month end closing including A/R, order entry, and general ledger. Complete and sign off on monthly financial package for corporate headquarters. Establish and monitor commissions for foreign sales representatives.
- **Supervision** - Supervise and evaluate one A/P administrator and one junior accountant.
- **Training** - Organized in-house Lotus training for accounting and administrative personnel. Cross-trained accounting personnel in all aspects of accounting functions.
- **Systems Analysis** - Collaborate with programmers to customize and troubleshoot computer hardware and software. Familiar with Data General CS100 and IBM System 36.

Credit & Collections Representative **1978 to 1981**
Outside Sales Representative **1978 to 1981**
CORPORATION **CITY, STATE**

EDUCATION: **Certificate in Accountancy Candidate** **CITY, STATE**
 COLLEGE

Completed coursework in Financial Accounting, Managerial Accounting, Microeconomics, Cost Accounting, Precalculus.

Continuing Education Coursework
Computers in the Business Environment

Bachelor of Science in History **1989**
UNIVERSITY **CITY, STATE**

