

ALISON SMITH

SUMMARY

Finance Manager with strong analytical abilities paired with a natural ability to work well and collaborate with a wide variety of individuals.

SKILLS

* Organized * Team-oriented * Conscientious * Self-motivated * Supportive attitude

EDUCATION

BBA in Accounting, Eastern Michigan University, Ypsilanti, MI (Graduated Cum Laude)
MBA in General Business, Wayne State University, Detroit, MI

ACCOMPLISHMENTS

Chief Financial Officer certification, Michigan School Business Officials, Lansing, MI
Vice President of Wayne County School Business Officials, Wayne, MI

EXPERIENCE

Livonia Public Schools- Livonia, MI

08/12-present

Finance Manager:

Supervise and direct all Payroll and Accounts Payable functions of the district; provide direction and answer questions from Central Office staff as well as building staff ; prepare and submit financial reports such as SE4096, SE4094, FID, MAER, quarterly Medicaid reports, and Act 18 Final Cost Reports; prepare and or review the annual financial statements; serve as the point of contact for annual audit; prepare proposed budget and amendments for General Fund and Special Education Fund; collaborate with program coordinators to submit grant applications; oversee financial management of federal, state, and local grants as well as Center Program; reconcile and post employee benefits; maintain chart of accounts in accordance with state accounting guidelines; update business office procedure manual; prepare memos to disseminate business office information to school administration; review and approve cash disbursements; review and submit grant cash requests; serve on administrative collective bargaining team as needed; successfully seek and implement process improvements.

University of Michigan- Ann Arbor, MI

10/09 – 08/12

Accounting Supervisor:

Supervise accountants and clerical staff; assign and monitor staff work assignments; develop staff work plans and perform quarterly formal reviews; conduct staff meetings; train new staff; run queries in database system Business Objects and Peoplesoft on a daily basis; create ad hoc financial statements in Excel as requested; assist in year-end duties; review and approve financial reports, invoices and complex funding requests; analyze budget variances for sponsored awards to determine spending trends; attend meetings with various departments; develop a procedure manual for current position; process direct lending draws for financial aid awards and prepare cash receipts for those draws.

University of Michigan- Ann Arbor, MI

09/06 – 09/09

Accountant Intermediate:

Work with department administrators to compile interim and final financial reports for federal and non-federal grants; analyze reports to ensure expenditures are within sponsor guidelines; prepare journal entries as need and approve journal entries from departments; review and process Project Award Notices/Project Award Changes; Approve PO requisitions; review and process data integrity queries; assist in training new employees; develop customer relationships.