

# Jodi Bond

## Accounting Supervisor

Detail-oriented Accounting Supervisor eager to apply deep comprehension of Public School Finance and Budgeting. Strong financial analytical skills with outstanding communication and presentation abilities. Bringing over 20 years of hands-on experience in the accounting industry.



## SKILLS

Munis

Google

Excel

Word

## WORK EXPERIENCE

### Accounting Supervisor

Bristol Public Schools

10/2015 - Present

Bristol, CT

#### Achievements/Tasks

- Maintain accuracy and integrity of the general ledger for general funds and grants
- Supervise Accounts Payable and Payroll Department
- Assist in the yearly preparation of the annual budget for general funds
- Fiscal Agent for all Federal & State Grants in the State of CT online platform, eGMS
- Process monthly fund requests and annual expenditure reports through eGMS
- Process all budgetary appropriation transfers and journal entries
- Assist Director of Finance with the yearly EFS Report

### Accountant

Bristol Public Schools

10/2009 - 10/2015

Bristol, CT

#### Achievements/Tasks

- Perform all accounting functions for Student Activity Accounts
- Converted Activity Accounts to software system, SchoolCash.net
- Grant Accountant for small local and State grants
- Review weekly payroll to ensure accuracy
- Process weekly payroll for certified and non-certified staff as a back-up to the Payroll Supervisor

## EDUCATION

### Bachelor of Science, Business Administration, Finance

Stonehill College

09/1989 - 05/1993

North Easton, MA

### Minor, Computer Information Systems

Stonehill College