

ANNE D. HEARTFIELD, MBA, CPA

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OBJECTIVE

Administrative Accounting Manager

EXPERIENCE

SAM HOUSTON STATE UNIVERSITY - BUSINESS OFFICE

Director of the Business Office August 1, 2006 - present

Supervise Contracts and Grants Administration, Cashiers Office, Accounts Payable, Vending Operations, and the Business Office.

Responsible for the following:

Preparation of the published financial documents including the annual financial report

Monitoring bank reconciliations and procedures

Handling insurance policies for the university relative to vehicles and buildings

Registration Payment Arena and the collection of large sums of money

Administrative responsibility for outside scholarships

Writing of policies and procedures concerning each department supervised

Assistant Director of the Business Office September 1, 1997 - July 31, 2006

Accountant III, March 1990 to August 31, 1997 (Job title changed September 1, 1997)

Prepare published reports including Annual Financial Report

Prepare monthly reconciliation reports for sixty accounts

Organize quarterly professional staff meetings

Manage Business Office Staff

SAM HOUSTON STATE UNIVERSITY - BUSINESS OFFICE

Cashier's Office Manager, May 1986 to March 1990

Manage daily operations of Cashiers Office and Cashiers Annex

Responsible for training permanent personnel and temporary personnel

Involved in all areas of cash receipts and disbursements

EDUCATION

Master of Business Administration , December 1998

SAM HOUSTON STATE UNIVERSITY

4.0 average in graduate classes

Bachelor of Business Administration in Accounting, August 1976

SAM HOUSTON STATE UNIVERSITY

Dean's List

4.0 average in all undergraduate accounting classes

SKILLS

- IBM and IBM compatible computers
- Calculator by touch
- Microsoft Office (Word, Excel)
- WordPerfect Office 12.0 (WordPerfect, QuatroPro)

ACCOMPLISHMENTS

- Received CPA certificate March 2, 1994
(Passed all four parts on first sitting, November, 1993)
- Member of Beta Gamma Sigma National Business Fraternity
- Presented and Published Paper at International Conference, Toronto, Canada, March, 1998
- Organized presentations to students and parents during Freshman and Transfer Orientation, including speech writing, creation of published pamphlet for distribution, and composition of original skit.

References furnished upon request.