

# Shelly J. Smith

---

P.O. Box 668, Trinity, TX 75862 (936-594-5027)

## Objective

---

Accounts Payable Coordinator

## Experience

---

### **Sam Houston State University – Accounts Payable**

Accounts Payable Coordinator (September 1, 2000 – present)

- Supervise Accounts Payable Department
- Responsible for:
  - Monthly reports on local and state vouchers
  - Monthly report on mail count
  - Research discrepancies between vendor and Accounts Payable
  - Writing policy and procedures
  - Liaison between departments and vendors
  - Monitoring time flow of purchase orders
  - Training department secretaries of Account Payable Policies
  - Corrections on purchase orders after payment
  - Fiscal year ending Accounts Payable Report

Accounting Clerk II (September 1997 – August 2000)

- Responsible for:
  - Posting payment to students accounts
  - Refunds of student's prepayments and deposits received from Residence Life
  - Correspondence letters to students for applying deposit to outstanding balance
  - Local voucher entry
  - Checking and proofing daily entries

#### Accounting Clerk II (August 1991 – September 1997)

- Responsible for:
  - Student accounts for married housing, Colony Apartments, and residence halls
  - Audit student accounts and assist students with problems with their accounts
  - Processed procedures for resignation of students
  - Student billing for damages to student rooms or residence hall
  - Responsible for cash drawer and daily deposits
  - Supply distribution and inventory control
  - Assist in addressing student concerns and complaints
  - Supervision of student assistant and students in summer work study
  - Work in conjunction with entire front staff

#### Accounting Clerk II (June 1985 – August 1991)

- Responsible for:
  - General Accounting for all vending services income
  - Reconciliation of expenses and income accounts
  - Daily deposit for department
  - Audit inventory
  - Preparation of documents for computer usage
  - Monthly reports on refunds
  - Supervision of student assistant

### **Trinity Memorial Hospital**

Business Office Manager (April 1983 – May 1985)

General Ledger Bookkeeper (June 1975 – April 1983)

Insurance Clerk (August 1973 – June 1975)

- Responsible for:
  - Supervise seven clerks
  - Interview and hire all office personnel and secretary for the Administrator
  - Train all office personnel
  - Accounts Payable and correspondence with vendors

- Patient billing and accounts receivable posting
- Bi-weekly payroll and time sheet calculation
- Control of audit and budget organization
- Analyze monthly financial statements
- Liaison for the Administrator
- Quarterly tax reports and W2's
- Personnel records
- Daily deposits
- Reconciliation of bank accounts

### **Calvary Baptist Church**

Youth Ministry Assistant (July 1990 – September 2003)

- Responsible for:
  - Assisted in organization, leadership, and planning activities for youth
  - Writing teaching material
  - Training youth in ministry and leadership roles
  - Youth budget preparation and monitoring
  - Supervise activities for fund raisers and special events
  - Correspondence to student's parents

### **McGinnis Paint & Body Shop**

After School work study (1971 -1972)

General Bookkeeper (1972 -1973)

After father's death 1982 – Supervised (April 1982 – March 1987)

- Responsible for:
  - Accounts Payable
  - Customer billing
  - Accounts Receivable
  - Monthly payroll
  - Supervision of personnel
  - Advertisement and promotional materials
  - Bank deposits

Reconciliation of bank accounts

## Education

---

Bachelor of Business Administration, December 1999  
Sam Houston State University

## Skills

---

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

## Accomplishments

---

- Member of Troop 684 Boy Scout's of America – son receiving Eagle, March 2003

**References furnished upon request.**