

Judy Boudreaux
3044 County Road 3525
Lovelady, Texas 75851

Experience

March 1994
To
Present

Sam Houston State University

Manager of Cashier's office: Responsible for supervision and management of Cashier's office. My primary function is to manage the collection and disbursement of all university funds. Responsible for application and disbursement of financial aid. Involved in hiring and supervising personnel for the Registration. Accomplishments: Developed quatro pro and excel spreadsheets to assist in our daily manual balancing procedures. Also

formulated

a complex spreadsheet to consolidate tuition payments and other fee payments during fall and spring registration.

Jan 1991
To
Feb 1993

Contract accounting employment in the Houston and East Texas Areas, (Mainly Oil&Gas Companies).

March 1983
To
Dec. 1990

Travel Quest, Inc., Crockett, Texas and California

Comptroller and VP Finance: Responsible for the complete financial function, including accounting, budget information systems, payroll, financial planning, inventory control and audit work papers. Work directly with auditors on all phases of audit.

Accomplishments include: Developed and maintained an effective financial record keeping system for the accounting and inventory departments.

Jan. 1981
To
financials
Feb. 1983
information

Damson Oil Company, Houston, Texas

Accounting Manager: Responsible for all accounting and

for 42 limited partnerships which included preparation of

for tax returns and quarterly reports to investors.

Supervised a large
assisted
various work

staff of partnership tax accountants (over 40 accountants) and

outside auditors through the fiscal year. Responsible for

papers assigned by auditors (equipment schedules,

depreciation, depletion

and amortization schedules, account analysis).

1979

Mcbay Oil and Gas, Crockett, Texas

To

Comptroller: Responsible for all accounting, financial, inventory control, 1981 payroll and computer functions. Supervised clerical and professional staff related to the above functions. Prepared monthly financials, quarterly reports and bi-weekly payroll. Directed implementation of new computerized payroll system and cost accounting system. Worked directly with auditors on all phases of the yearly audit.

1977

Oxirane Chemical Company, Channelview, Texas

TO

General Accounting Manager: Responsible for all accounts payable,

1978

accounts receivable, order entry, payroll and fixed assets. Supervised fourteen clerks and two accountants. Promoted to corporate headquarters in the Galleria area, where I prepared in-house financial statements for consolidation purposes.

1971

Inexco Oil Company, Houston, Texas

To

Assistant partnership comptroller: Responsible for preparation of Oil and

1975

Gas partnership books. Prepared various cost schedules and audit work papers.

EDUCATION:

UNIVERSITY OF LOUISIANA AT LAFAYETTE, LA.

Business degree: Graduated May 1969

Major : Economics

SAM HOUSTON STATE UNIVERSITY: Fall 1994 to 1997
Fulfilled accounting hours requirement to sit for the CPA exam.
4.0 average in undergraduate accounting classes at SHSU.

