

Adondra Blackmon Williams



Objective

To exercise my educational training as well as my years of experience in the business/accounting field and to seek a better career opportunity.

Experience

7/2005-Present Concordia College – Selma

Administrative Assistant to the Director of Business Affairs

- Maintain Concordia College's general ledger
- Provide input on the daily operations of the business office
- Assist in preparing the monthly, quarterly or annual report per the instruction of the Dean of Business Affairs related to revenue, expenditures, financial and statistical data
- Prepare and submit the A-133 report
- Assist in the preparation of documents (schedules) for external auditors
- Prepare journal entries for various monthly postings as well as adjustments needed
- Prepare/assign Purchase Order Numbers to various vendors and record to general ledger in accordance with budget control
- Manage tracking documentation of college's vehicles and other responsibilities related to faculty and staff travel
- Prepare documents to support payment of invoices
- Assist in processing accounts payable transactions, which includes making sure appropriate vendor number is assigned, account coding is correct, discounts received for paying in a timely manner, and appropriate documentation is attached with proper approval signatures as well as running system checks for payment.
- File copies appropriately to facilitate document retrieval when necessary
- Prepare and mail 1098's and 1099's
- Assist parents and students concerning student's account,

payment arrangements, printing and mailing statements with approval issued by the Dean of Business Affairs

- Receipt student payments
- Assist with receptionist duties
- Participate in developing and resolving vendor disputes, account coding and expense allocations
- Reconcile monthly Synod & investment statements to general ledger
- Maintain student promissory note log and ensure confidentiality of the information
- Input data for tracking Classic Upward Bound and Title III expenditures via Microsoft Excel
- Ensure Classic Upward Bound and Title III invoices match drawdown request report
- Work with Classic Upward Bound and Title III Directors in preparation of annual budgets
- Other duties and financial task assigned by the Dean of Business Affairs

8/2004-6/2005 State of Alabama Department of Public Safety

Administrative Support Assistant II

- Processed all materials received accordingly
- Handled all communication via phone, written, etc. directed to and from the Lt. Col's office
- Scheduled appointments and meetings vial e-mail, memos, telephone and in person
- Recorded various payroll information and submitted to AL State Personnel
- Directed calls to appropriate offices
- Submitted various monthly reports
- Typed various reports for Promotion Committee of accumulated experience, additional course work acquired by State Troopers to received promotions to higher ranks.
- Performed other administrative duties as necessary.

1/2004-7/2004 State of Alabama Board of Pardons and Paroles

Administrative Support Assistant I

- Calculated third dates (1/3 of total time given that must be served by inmates)
- Requested clarifications from District Supervisors (questionable information on inmates file)
- Requested personal histories from Probation Officers (background information on inmate)
- Requested delinquency reports (documents that had detailed information on why an inmate's parole was revoked)
- Tabbed folders with colorful tabs which indicated the type of crime committed by inmate

- Crossed checked information sent from various offices.
(made sure everything agreed with what was in inmate's file before he or she faced the Parole Board so decisions would not be delayed)

10/2000-6/2002

Dallas Co Board of Education

Selma, AL

Payroll Clerk/Computer Operator

- Calculated salary based on individual's circumstances
- Prepared Principal service and absentee reports for local schools to record their information to submit to Central Office
- Once report returned, recorded information according to employee's records
- Computed, balanced and cut employee's monthly paycheck in-house
- Balanced, generated and ran W2's annually
- Calculated, transferred and recorded information to sick leave bank on employees accordingly
- Submitted Federal and State tax deposits via telephone monthly
- Prepared and submitted 941 reports (Quarterly)
- Prepared and submitted unemployment reports (Quarterly)
- Verified employment on employees
- Processed garnishments on employees
- Prepared and submitted Form 5500 (Cafeteria Plan)
- Prepared new employee packets with all information needed from payroll perspective and assisted them in filing paperwork to various agencies
- Prepared and submitted monthly deduction checks, a diskettes along with a paper copy of report to various agencies
- Prepared and submitted food stamp verification forms for employees
- Prepared and submitted monthly retirement reports to the Retirement Systems of Alabama
- Prepared and submitted monthly insurance reports to PEEHIP (State of Alabama)
- Printed monthly payroll reports and inserted in appropriate binders
- Keyed new employee information into system
- Set up direct deposit information
- Prepared and submitted information to various bookkeepers requesting money from their fund to cover monthly payroll; prepared the deposits for bank
- Prepared and submitted direct deposit diskette to administrator two to three days before payday
- Performed other duties assigned

8/1988–10/2000 Selma City BOE/Central Office

Selma, AL

Bookkeeper (General & Federal Funds)

- Maintained a complete and systematic set of records of all financial transactions.
- Recorded details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
- Assigned purchase order numbers to requisitions, wrote number(s) in a manual PO journal and entered information into computer. Prepared cover sheets, got required signatures, and sent the information to vendors and individual who originally requested the order. After vendor ships merchandise requested, required copies were received from the school/teacher(s) confirming order had been received and I would then prepare invoice(s) for payment. Invoices were stamped with all the required information, keyed into the system for payment and check was run. After check(s) were run, check information was recorded on the invoice and prepared to mail.
- Prepared and recorded individual's salary onto required form(s) and submitted to the payroll bookkeeper. I
- Transferred money monthly to the payroll bank account to cover salaries for my funds. Also transferred money to the accounts payable bank account to cover whatever bills were paid.
- Summarized and balanced entries recorded in individual journals and ledgers
- Keyed all monthly activity into system
- Prepared budgets and budget revisions when needed. (Calculated salaries, benefits at required percentage rate used at that time, estimated amounts of travel to be used, and estimated operational expense for items such as materials and supplies, phone usage, copier rental, indirect cost, etc.)
- Traced errors and posted adjustment(s) to general ledger to reflect corrected changes. (Wrote a paper trail documentation for proof of correction)
- Recorded cash/checks in receipt book and posting summary in the computer at the end of the month.
- Reconciled bank statements and verified bank balances with statement and book balance from the information keyed into the computer for the month. (Bank statements and book balances had to agree at all times)
- Requested reimbursement monies from the State Department of Education on a monthly basis that was determined by the expenses incurred for the month.
- Recorded accounts receivable payments from various organizations
- Prepared 1099 forms
- Performed other duties assigned.

8/1984- 8/1988 Selma City School Board/Knox Elem Selma, AL

Secretary/Bookkeeper

- Scheduled parent/teacher conferences
- Managed and maintained the supply store for students
- Supervised all fund raisers to include collection and receipting money, etc.
- Composed and typed letters, memos, programs, etc.
- Assisted teachers, students, parents
- Prepared and submitted monthly reports to Central Office
- Prepared all bills for payment
- Completed and submitted lunch forms to CNP bookkeeper
- Filed information into student's records
- Requested cumulative folders on students from other schools
- Performed other duties as required by school's principal

1983-1984 Cougar Oil, Co. Selma, AL

Cashier

- Received payments from customers for gasoline, cigarette and food purchases
- Completed required reports from activity on my shift
- Performed other duties assigned

1981-1982 Auburn Co-operative Ext. Service Selma, AL

Program Assistant

- Assisted low-income families with preparing balance meals from the food groups
- Assisted with food stamp budgeting.
- Completed required reports.
- Performed other duties assigned

1976-1980 Zales Jewelers Selma, AL

Cashier, Bookkeeper & Sales Assistant

- Assisted customers with monthly payments
- Assisted customers with merchandise purchases
- Did bookkeeping of required store reports

- Assisted occasionally in the training of new employees
- Assisted in completing inventory of store's merchandise at appointed times. (taking a count of merchandise that was in the store and marking the new to be included with what was already in stock. The store would be closed until inventory was completed and then would reopen upon completion.)
- Performed other duties assigned

Education

1998-2003 Concordia College, Selma Alabama

Bachelor of Science in Business Administration

1971-1975 Alabama Lutheran Academy, Selma, AL

High School Diploma

Computer and Other Skills

Microsoft Office Suite to include Word, Excel and Outlook. Lotus, Dos, and McAleer General Ledger, Inventory and Payroll Software. Also operate a 10 key calculator as well as other office machinery used for daily operation.

