

NAME 91

Address
Cell, Home, Business Phone
email

OBJECTIVE

Accounting Supervisor

SUMMARY

Analytical, detail-oriented professional with more than six years of diversified Accounting and Financial Management experience. Provided financial services and resources to support the Air Forces mission. Performed, supervised, managed and directed financial management activities both at home station and deployed locations facilitating efficient and effective operations. Provided excellent customer service and maintained financial records for pay and travel transactions. Served as financial advisor to commanders and resource managers. Prepared and executed financial plans and performed a board range of accounting functions including audits and implementation of fraud prevention measures.

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE

Year - Year

Accounting Liaison Technician – Regional Air Base, Iraq (Year)

- Determined budget proprieties and funds availability for \$11 million budget.
- Recorded, reconciled and verified entries on budget and provided all accounting documentation to Central Command.
- Prepared payment vouchers for local and stateside vendors ensuring accuracy on a timely basis.
- Served as funds escort between operating bases in Iraq.
- Researched data for weekly and monthly financial status reports.
- Served on call twenty-four hours a day for emergency leave certification.

Supervisor, Travel Computation – City Air Force Base, State

Year-Year

- Provided customer service for military and civilian personnel ensuring all travel needs were met efficiently.
- Coordinated financial matters relating to travel with appropriate organizations ensuring accuracy.
- Interpreted and supplemented financial directives for consistency in implementation.
- Prepared, verified, computed, processed, and audited pay transactions for military and civilian personnel.
- Processed, verified, and audited travel claims, estimated travel costs, determined fund availability, and performed follow-up on outstanding travel orders for travelers.
- Supervised a team of six Department of Defense (DOD) civilians and military employees ensuring efficient operations and team effectiveness.
- Provided travel pay customer service for 45,000 military and DOD civilians ensuring satisfaction.
- Processed, audited and reviewed over 40,000 travel pay settlement vouchers annually ensuring procedural accuracy.

Accounting Liaison Technician – City Air Force Base, State

Year-Year

- Determined propriety of funding and certified fund availability.
- Recorded, reconciled, and verified accurate entries into automated systems based on accounting documents.
- Provided effective customer service and acted as accounting liaison for various installation level organizations, vendors, and the Defense Finance and Accounting Service.
- Reconciled funding authorities with accounting records.

NAME

- Scheduled, prepared, verified, and submitted financial accounting reports on a timely basis.
- Provided Accounting liaison support to 56 agencies on City AFB and the Defense Finance and Accounting Service.
- Certified fund availability and propriety for 1000 purchase requests totaling over \$110 million annually.

Vendor Pay Technician, Defense Finance and Accounting Service – City, State Year-Year

- Certified and processed payment and collection vouchers. Maintained appropriated funds, accounting records, and files accurately.
- Scheduled, prepared, verified, and submitted financial accounting reports on a timely basis.
- Provided training and installation of new software used to streamline the vendor payment process at City AFB, Guam and City AFB, State.
- Managed contract updates totaling \$430 million for Pacific Air Force Bases.
- Traveled to City AFB and performed Fiscal Year End closeout operations and updated government contracts totaling \$220 million.

EDUCATION

Bachelor of Science in Social Psychology (Completion Year) – City University -- State

Associate in Applied Science Financial Management – Community College of the Air Force

Financial Management and Comptroller Craftsman Course

Professional Military Education, Airman Leadership School

AWARDS AND HONORS

Year, NCO of the Quarter, 2nd Qtr

Year, Airman of the Quarter, 4th Qtr

Year, Defense Finance and Accounting Service (DFAS) Pacific Airman of the Year

Year, Defense Finance and Accounting Service (DFAS) Pacific Airman of the Quarter, 2nd Qtr

Air Force Commendation Medal

Iraqi Campaign Medal

Joint Service Achievement Medal

Air Force Good Conduct Medal

Global War on Terrorism Service Medal

Meritorious Unit Award

Air Force Outstanding Unit Award

Senior Airmen Below the Zone - six-month early promotion to E4