**Sandy A. Right**

HOME ADDRESS:

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TELEPHONE NUMBERS:

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**EXPERIENCE**:

May 98- Present, Accountant 2, South Dakota State Department of Forestry, Transportation Equipment Division, 8652 Baker Rd., Sioux Falls, SD 68537, Harry Jones, 715-839-6017, Salary: $2,296 PM, Weekly Hrs Worked: 40

Develop, implement, and maintain accounting systems and accounting operating procedures. Train and develop two subordinates in accounting methods and procedures in accordance with South Dakota Administrative Codes (SDAC) and Revised Code of South Dakota (RCSD). Reconcile, track and audit capital expenditures for light and heavy equipment. Analyze allocation and expenditure reports. Establish and maintain work orders. Prepare intra-departmental billings.

Oct 97-May 98, Accountant 1, South Dakota State Department of Forestry, Transportation Equipment Division, 8652 Baker Rd., Sioux Falls, SD 68537, Diana Smith, 715-839-9254, Salary: $2,045PM, Weekly Hrs Worked: 40

Responsible for monitoring all region payrolls functions for approximately 400 employees per month. Reviewed, analyzed and interpreted labor, payroll and leave reports and initiated necessary action for compliance with SDAC and RCSD and other departmental directives. Prepared payment vouchers in the integrated accounting system against supporting documents. Provided guidance and training to current and new field office staff on proper methods and procedures for payroll.

Mar 93-Jan 94, Accounts Manager, Thompson and Rollins Accounting, Inc., 14452 NW 16th St., Pierre, SD 68415, Judy Green 715-741-3862, Salary: $8.50 PH, Weekly Hrs Worked: 25

Managed patient accounts for 5 small practice dentists. Prepared bi-monthly payroll. Processed medical claims. Reconciled bank statements. Prepared profit/loss statements. Prepared and analyzed accounts receivable reports and recommended write-offs. Delphi and Lytec medical software, Quattropro spreadsheeting.

Oct 90-Jun 92, Staff Accountant, GS-11, Department of Labor, Portland Division, 497 Walnut, Portland, OR 97328, Richard Simmons 503-974-3847, Salary: $27,961PA, Weekly Hrs Worked: 40

Coordinated and prepared internal reviews of appropriated and non-appropriated finance and accounting systems. Assisted comptroller internal review staff and external audit teams with on-site visits and reviews. Prepared responses to audit reports. Tested audit reports by analyzing random samples. Implemented new and revised standard operating procedures as directed by the finance and accounting officer. Identified and analyzed problems. Recommended solutions in accordance with OMB Circulars, Joint and Federal Travel Regulations, Department of Labor (DOL) Regulations, Finance and Accounting Regulations (FAR), and generally accepted accounting principles. System used was Department of Labor Management Information System (DOLMIS).

Mar 89-Oct 90, Operating Accountant, GS-11, Department of Labor, Portland Division, 497 Walnut, Portland, OR 97328, James Simpson 503-974-4629, Salary: $25,717PA, Weekly Hrs Worked: 40

Lead accountant, assistant supervisor. Trained four subordinates in accounting methods and procedures in accordance with OMB, FAR and DOL regulations. Initiated and delegated workload assignments to four accounting technicians. Prepared complex accounting reports Controlled obligations preventing over-obligating and over-expenditure of funds. Reconciled general ledger account balances. Prepared journal entries. Processed accounts receivable and payable.

**SKILLS**:

Supervisory Accounting, Staff Accountant, Operating Accountant, Automated Accounting Systems, Mainframe, Standard Operating Procedures, General Ledgers, Account Reconciliation, Ten Key, Microsoft Office, Windows NT

**EDUCATION**:

Wickcombe High School, Wickcombe, ND, Diploma, 1972

BS, Management, Lewis and Clark College, Portland, OR, 1986

**TRAINING**:

US Air Force Finance School, Introduction to Financial Management, one week, 1983

Managerial Accounting, Office of Personnel Management, Denver, CO, 3 days, 1991

**HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS**:

Dean’s List, Lewis and Clark College, 1985, 1986

Sustained Superior Performance Award, 1992

On-the-Spot Award, 1993

Valedictorian, Wickcombe High School, 1972