***Marcie N Davenport***

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***Pine Bluff, AR 71603***

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**OBJECTIVE:**

To obtain a career where I can utilize my financial experience for the growth of a company.

**EXPERIENCE:**

**Finance Director:** **01/17 - Present**

Pine Bluff Jefferson County, EOC Pine Bluff AR

* Responsible for overall fiscal matters of Agency
* Prepare and update budgets for program directors
* Prepare monthly reports to Executive Director and Board of Directors
* Prepare monthly bank reconciliations
* Prepare and enter journal entries

**Assets Coordinator 07/10-01/17**

Pine Bluff Jefferson County, EOC Pine Bluff AR

* Assist Finance Director with budgeting
* Prepare monthly invoices
* Responsible for fixed assets and inventory
* Responsible for updating budgets
* Prepare and process payroll

**Business Manager** **05/03 – 07/10**

Pine Bluff Commercial Pine Bluff AR

* Monthly closeout for all computer accounting systems
* Prepared monthly statements for customers
* Reconciled Accounts Payable
* Prepared daily deposits
* Prepared monthly financial reports for department managers

**Circulation Bookkeeper** **06/94 – 05/03**

Pine Bluff Commercial Pine Bluff AR

* Entered customer payments
* Processed ACH and Credit Card payments for customers
* Made daily deposits
* Assist customers with accounts
* Billed customers for monthly subscriptions

**EDUCATION:**

* **Bachelor of Science in Accounting**

Currently enrolled, Strayer University

* **Associates, Accounting**

SEARK College

* **Watson Chapel High School**

Diploma

**REFERENCES:**

* Available upon request