

HISTORY OF EMPLOYMENT

SUBSEQUENT TO GRADUATION FROM CENTRAL CITY BUSINESS INSTITUTE

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March 1957 to May 1960 U.S. Army Element, (Composite Operations Group
Room 1B945, The Pentagon, Washington, D.C.
Salary: \$6,000.

Review vouchers and determine cost center and object class.

Maintain special payrolls and related accounts and resolve problems relating to leave, retirement, taxes, etc. and correlate payroll function with other departments.

Assist in the installation of and supervision of posting machine operation to maintain allotment ledger. Maintain Miscellaneous Obligation Record and supervise posting clerks. Monthly, quarterly, semi-annual and annual Summary of Allotment Accounts preparation and other related statements. Maintain Expenditure Distribution Ledger and balance with IBM run.

Police certain Appropriation, Fund and Limitation Accounts.

Assist in the preparation of budgets, summaries and reports.

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May 1960 to July 1964 U.S. Army Element, (Composite Operations Group)
assigned to Composite Analysis Group,
to (Tokyo, Japan) 32
Salary: \$6,500.

Maintain and pay special payroll and prepare reports, surveys and summaries.

Control and responsibility for funds in the high six figures. Monthly disbursements in the high six figures to revolving funds. Supervision and audit of revolving funds and accounting vouchers. Monthly, quarterly, semi-annual and annual statements, summaries and reports of revolving funds.

Control and responsibility for transfers of funds and foreign currency and maintenance of conversion accounts.

Supervise and perform financial negotiations with (Japanese) businessmen.

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