

# Jonathan L. Perkins

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## PROFESSIONAL EXPERIENCE

**Vaco, Indianapolis, IN.**

**2018 – Present**

### **Program Accountant (Placed at IHCD)**

- Administer payment of claims for various Federal and State funding programs based on IHCD practices
- Draw funds through various Federal online draw systems
- Update / Maintain IHCD systems and spreadsheets related to recordkeeping and organization of program information
- Create and Maintain procedure manuals for processing transactions
- Research regulatory and programmatic issues as needed
- Participate in various Continuous Improvement activities at IHCD

**Reliable Trailer Systems, Indianapolis, IN**

**1993 – 1999**

**2004 – 2017**

### **Controller (2007 – 2017)**

- Manage a staff of two AR/AP clerks.
- Monitor the financial performance of the company
- Compile and analyze financial reporting packages
- Develop and manage financial controls in accordance with the company's procedures
- Communicate financial metrics to senior management
- Provide leadership and support to accounts receivable and accounts payable departments
- Preparation of weekly and bi-weekly payroll
- Preparation of Monthly Sales / Use tax returns
- Preparation of Quarterly Excise Tax Returns
- Administration of data and voice network
- Administration of business insurance (Garage keepers, Liability, and Workers Comp)
- Administration of employee benefits (Health / Life insurance, 401k Plan)
- Manage and support the preparation of Corporate tax returns by third party accounting firm

### **Sales Representative / Rental Manager / Systems Admin (1993 – 1999; 2004 – 2007)**

- Develop and maintain client base for sales of semi-trailers and yard spotters
- Ensure transactions on equipment sales are accurately processed in a timely manner
- Maintain records and process transactions for fleet of over 150 rental trailers
- Responsible for re-wire of data and voice networks during facility expansion
- Maintain information Systems
- Project Lead during conversion to ADP Dealer Management System

**National City Corporation, Cleveland, OH**

**2000 – 2004**

**Officer - Network Analyst II (2003 – 2004)**

- Perform Tier II support for software and hardware issues arising in a mixed server environment including NetWare 4.11/5.0 and Windows NT/2k servers, along with issues arising in a Cisco switched network environment as they relate to overall corporate and branch network connectivity.
- Provide departmental training for implementations and corporate initiatives.

**Officer - Senior Technical Support Analyst (2000 – 2003)**

- Provide Tier I and Tier II desktop support to end users on Windows 95/NT/2K/XP and OS/2 platforms, Including desktop configurations, network connectivity, remote access, application and network rights issues.
- Provided leadership, mentoring, and training to 11 analysts and up to 40 call-center agents.
- Developed and maintained training documentation on call-center policies and procedures.
- Recognized for outstanding quality of customer service with CIO's Service Director award and numerous customer support awards and commendations from management and users.

**EDUCATION**

Bachelors of Science in Information Technology, with Honors  
University of Phoenix  
Phoenix, AZ

**CERTIFICATIONS**

- Certified Novell Netware Administrator, Netware 5

**ADDITIONAL SKILLS**

- Microsoft Operating Systems – Windows XP, 7 & 10
- Microsoft Server 2003 & 2008
- Microsoft Word, Excel, Access, PowerPoint
- Microsoft Excel / Access – Macros / VBA
- ADP / CDK – Dealer Management System
- Karmak – Dealer Management System
- Cisco IOS
- FortiGate Firewall
- Fortinet Switches
- Toshiba Telephone / Voicemail administration
- Closed Circuit Video Systems