

# **BEVERLY MASON MILLS**

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## **EDUCATION**

### **University of South Carolina, Columbia**

B.S. in Mathematics

Minor in Computer Science

## **SUMMARY OF QUALIFICATIONS**

- Professional with over twenty years of experience in general accounting, finance, and administration
- Extensive knowledge of fiscal accounting principles, practices, theories and software associated including excel spreadsheets
- Ability to analyze and interpret complex financial data and account reallocations to deliver monthly reports and balance sheets
- Established record of organizational detail and accuracy while maintaining efficiency
- Proven ability to establish and maintain an effective workflow for teamwork and employee success criteria
- Skilled at developing accounting best practices curriculum and leading training sessions onsite and via webinar

## **RELEVANT EXPERIENCE**

**FISCAL MANAGER - ACCOUNTANT/FISCAL ANALYST III** (June 2017– June 2018)

**Finance Division**

## **SC First Steps, Columbia, SC**

- Provided technical assistance and reviewed/approved budgets of 23 of the 46 First Steps County Partnerships (CPs) located in each county of South Carolina
- Served as point of contact for Regional Finance Manager (RFM) on questions pertaining to First Steps County Partnership finance
- Developed procedural material for accounting practices implemented throughout the County Partnerships
- Spearhead training sessions both onsite and via webinar for Executive Directors (EDs) and RFM on new and updated budget issues and accounting practices.
- Extensively used Microsoft Excel, UMS and eThority accounting software to reconcile and compare CP program budgets with CP vendor contract budgets for 23 CPs and performed other position requirements
- Prepared budget formula allocation for local CPs
- Extensively use SCEIS, MS Word, PowerPoint, and Outlook
- Extensive experience in performing all First Steps 4K (previously known as 4K Child Development Education Pilot Program - 4K (CDEPP)) billing functions and serving as point of contact for RFM accounting firm, First Steps 4K/ 4K CDEPP coordinators and child care center directors
- Served as liaison between CPs and RFMs and IT staff
- Monitored financial information in accounting software to ensure accuracy
- Prepared Federal Questionnaires of First Steps County Partnerships
- Assisted with Federal Drawdowns
- Prepared and entered Journal Entries for Accounts Payable

**FISCAL MANAGER-ACCOUNTANT/FISCAL ANALYST II** (February 2007-June 2017)

### **Finance Division**

## **SC First Steps, Columbia, SC**

- Primary liaison for 46 county First Steps partnerships, 2 accounting firms and SC First Steps staff regarding county partnership budgets

- Loaded initial fiscal year budgets into Universal Management System (UMS) accounting system
- Provided daily guidance to county partnership Executive Directors regarding budget development and projections based on actual prior year spending trends and future requirements
- Processed all county partnership budget re-allocation forms and updated UMS accounting system
- Produced quarterly reports to monitor county partnership spending in relation to approved budgets
- Extensively used Microsoft Excel to reconcile and compare county partnership program budgets with county partnerships' vendors contract budgets and to perform other position requirements
- Used Microsoft Word and PowerPoint to perform daily tasks

**FINANCIAL ASSISTANT (September 2005-December 2006)**

**Southern Institute on Children and Families**

**Columbia, SC**

- Responsible for Southern Institute on Children and Families accounting duties, including daily accounts payable, vendor billing reconciliation, payroll functions, processing of benefits payments, timesheets, and leave reports
- Extensively used QuickBooks accounting software, MS Word, Excel, Outlook
- Researched material for budgeting recommendations
- Wrote, proofread and developed budget narratives
- Responsible for time reporting database development and management
- Prepared time analysis spreadsheets and graphs
- Received and prepared travel expense reports
- Maintained financial files and fixed assets inventory
- Performed budget preparation for grants