

# Michael Patton

Dublin, TX 76446

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To utilize the skills I have gained through previous roles to obtain employment with a dynamic organization that offers unlimited upward mobility.

Authorized to work in the US for any employer

## Work Experience

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### **Manager of Accounts Payable, Procurement Card, and Travel**

Tarleton State University - Stephenville, TX

March 2016 to Present

- Supervision of the daily activities of four full time employees
  - Responsible for Accounts Payable, Procurement Card processing, and Travel reimbursement for the University
  - Provided staff and faculty support for any issues relating to Accounts Payable, Procurement Card, or Travel
  - Assisted with annual NCAA audit
  - Monthly reconciliation of approximately 50 clearing, payroll, A/R, and bank accounts
  - Completed a monthly Indirect Cost Allocation report and entry for the University
  - Assisted Financial aid with drawdowns of funds
  - Management of the accounting for Collegiate Housing Foundation, a nonprofit company from Alabama, charged with the building, management, and bookkeeping for multiple phases of new dorms on the Tarleton campus.
  - Responsible for the Annual audit of CHF
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- Cash Transaction, Journal Voucher, and departmental transfer preparation and entry as needed.
  - Assisted with the review of journal entries prepared within the accounting department.
  - Assisted with the setup of new accounts within the accounting system.
  - A/R invoice creation, communication, and collection efforts.
  - Helped implement Laserfiche enterprise content management software within the accounting department to assist with workflow and streamlining the accounting entry/review process.
  - Assisted with entry preparation in the annual financial review process.

### **Accountant**

Best Med Pharmacy - Brownwood, TX

April 2008 to July 2016

Entered invoices into Peachtree accounting software

- Paid bills by printing checks
- Entered General Ledger entries into Peachtree accounting software
- Assisted in the preparation of monthly financials
- G/L account reconciliations
- Bank reconciliations

- Monthly credit card expense breakdown
- Assisted CPA with information necessary for annual tax preparation
- Verified typed prescriptions for accuracy
- Monitored inventory levels and reordered drugs as necessary
- Provided customer service through phone and in store interactions
- Monitored daily drug orders and purchased from secondary wholesalers as necessary

### **District Manager**

Richeson Management Group - Graham, TX

February 2015 to July 2015

- Oversaw entire restaurant operations for an assigned district of 6 stores including financial performance, inventory, sales, and marketing
- Trained GM's to staff, train, and develop assistant managers and hourly staff
- Managed multi-unit location P&L, controlled COGS, and labor control
- Maintained relationships with customers of each restaurant assigned and management teams/employees
- Ensured restaurants complied with corporate and franchise guidelines
- Performance reviews of General Managers
- Worked to meet sales goals and profitability in each location

### **Marketing Manager**

Love's Travel Stop - Ranger, TX

April 2007 to April 2008

Merchandised sales floor in accordance with a company marketing plan

- Supervised twenty store and restaurant employees
- Monitored store cash control in accordance with company policy
- Prepared daily store orders
- Provided customer service to store and restaurant customers

### **Store Manager**

Walgreens - Fort Worth, TX

November 2001 to April 2007

- Analyzed store financial statements to determine overall profitability
- Directed all store employees on assigned tasks
- Scheduled employees according to budgeted hours
- Monitored sales trends to help improve store gross profit
- Supervised photo, cosmetics, and pharmacy departments
- Prepared orders based on store need and future forecasts
- Implemented cash control policies among employees
- Monitored inventory levels ensuring in stock conditions while being sensitive to expenses
- Interviewed, hired, and trained employees
- Provided customer service and addressed any complaints in a timely manner

Groups

Phi Theta Kappa-Two-year college Honor Society

Delta Mu Delta-Business Honor Society

## Education

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### **Bachelors of Business Administration in Accounting**

Tarleton State University - Stephenville, TX

May 2013

### **Associate of Arts**

Cisco College - Cisco, TX

December 2010

## Skills

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- Accounts Payable
- Accounts Receivable
- Concur
- QuickBooks
- Sage