

Linda C. Ungrund
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Accountant with a Bachelor's degree and several years experience with a state government agency plus experience with a Fortune 500 Corporation looking for a work-from-home position.

State of Illinois – Department of Corrections – Springfield, IL

Accountant Supervisor November 2014 to December 2019

Processed Accounts Payable to the Comptroller for payment. This was a Shared Services location so we processed Accounts Payable for 6 agencies (Dept of Corrections, Dept of Juvenile Justice, IL State Police, IL Fire Marshal, Prisoner Review Board, and Sex Offender Unit) A/P included reviewing travel vouchers for accuracy and compliance with state regulations. All W-9's and Comptroller rejects of vouchers were handled through this office for all locations for the 6 agencies. AIS system used for the General Revenue fund accounting and SAMS (Comptroller's system) for verification of contracts and checks issued.

Excel spreadsheets were used to track certain monthly expenses for each correctional facility such as utilities, phone bills, electric bills, vehicle charges and technology changes. Reviewed lower level staff's entries in the AIS system. This position also trained new employees that were in facilities.

ERP training for the conversion that was going to take place in 2020.

State of Illinois – Department of Corrections – Decatur, IL

Accountant Supervisor April 2000 to November 2014

Supervisor in the business office. Review daily reports, A/R, A/P, G/L, monthly, quarterly and yearly reports on 5 funds. Bank Reconciliations and year end closing of those 5 funds. Monthly, quarterly, and yearly inventories of warehouse items and property. Inmate payroll calculations and reconciliations. These funds were entered on the FACTS system.

Answer inquiries from the inmates on their trust fund accounts, auditor's questions, and correspond with other departments on property and inmate issues.

I assisted with checking accuracy of employees' time cards and payroll. Developed Excel worksheet to track overtime for several reports for General Office. Used Excel spreadsheets for reconciling property and Moms and Babies gift cards. Excel spreadsheets were also used to track employee stats for reports and child support checks coming in to the correctional facility. AIS system used for the General Revenue fund accounting and SAMS (Comptroller's system) for verification of contracts and checks issued.

Lee's All Surface – Illiopolis, IL

Bookkeeper October 2000 to October 2002

General Ledger, A/R, A/P for small company. Created and entered information on Quickbooks. Reconciling accounts and closing out yearly for tax purposes.

State of Illinois – Department of Corrections – Taylorville, IL

Accountant Advanced November 1997 to April 2000

Lead worker in the business office Review daily reports A/R, A/P, G/L, monthly, quarterly and yearly reports on 6 funds. Bank Reconciliations and year end closing of those 6 funds. Monthly, quarterly, and yearly inventories of warehouse items and property. Inmate payroll calculations and reconciliations.

Answer inquiries from the inmates on their trust fund accounts, answer auditors' questions, and correspond with other departments on property and inmate issues.

State of Illinois – Department of Public Aid – Springfield, IL

Accountant November 1993 to November 1997

Audit child support cases. Fill out spreadsheets on charges and payments. Determine where to forward the payments depending on if the child is on disability, public aid or if the child is in foster care.

Essex Wire – Decatur, IL

Accountant March 1990 to July 1993

Worked in division office for three working plants. Processed accounts payable, reviewed travel vouchers and processed monthly report on buying copper using LOTUS.

Zindel's Tree and Lawn – Decatur, IL

Bookkeeper January 1987 to February 1990

Updated the bookkeeping system to Quicken entering the existing information and continued entering current information.

Education

Associate in Applied Science
Olney Central College – Olney,
August 1981 to August 1983

Bachelors in Accounting
Sangamon State University – Springfield, IL
August 1983 to May 1985

References

Robert Booth
Springfield, IL
217 248-9145

Christy Evans
Springfield, IL
217 299-8652