

Elizabeth M. Killy, CPA
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Education:

Miami University, Oxford, Ohio

Graduated May 1995

Bachelor of Science in Business

Major: Accountancy

Minor: Computer Information Systems

Cleveland State University, Cleveland, Ohio

Graduated June 2001

Master's in Business Administration

Concentration: Accountancy

Certified Public Accountant

State of Ohio

November 1996

Work Experience:

Miami University, Oxford, Ohio

August 2009 - Present

Clinical Faculty – Farmer School of Business

Similar responsibilities as listed for the Instructor position with a more permanent position at Miami University.

Instructor – Farmer School of Business

Course coordinator for the introduction to financial accounting class. The class is required for all business majors at Miami. Teach 3-4 large lecture sections two days a week to groups of students ranging from 150-250 per section. Responsible for the material covered, course policies and final grades. In addition to teaching the large lecture sections, the position includes managing and coordinating Master's of Accountancy graduate students who teach the small break out section. Working with the graduate students requires weekly meetings, course preparation and materials for the small break out classes. It also includes the coordination of grading efforts and general direction on keeping the consistency of the student experience.

Internship Coordinator

Register and review student applications for the accountancy internship course. Determine that all requirements have been met for the students seeking credit.

Instructor – School of Engineering and Applied Sciences

Instructor for an online personal computer applications class in the summer. The class fulfills the Business School technology requirement at the university and teaches the Microsoft Office 2010 computer applications – Word, Excel and Access.

Miami University, Oxford, Ohio

January 2008 – May 2008

Adjunct Instructor

Instructor for a personal computer applications class. The class fulfills a technology requirement at the university and teaches the Microsoft Office 2007 computer applications – Word, Excel, Access and PowerPoint.

Bookminders, Pittsburgh, Pennsylvania

April 2003 – December 2007

Senior Bookminder

Work as a bookkeeper for assigned outside clients – Process accounts payable and accounts receivable, reconcile monthly bank statements, prepare journal entries, close monthly books, and work on requested special projects.

Work from my home office on a part-time basis.

Community College of Allegheny County, Pittsburgh, Pennsylvania
August 2003 – December 2007

Adjunct Instructor

Instructor for accounting classes – Introduction to College Accounting, Financial Accounting, Intermediate Accounting and Managerial Accounting classes

Avbase Aviation, Cleveland, Ohio

October 2000 – March 2003

Controller

Review and adjust month end financial statements for all entities
Approve and monitor accounts payable and accounts receivable
Reconcile end of the month bank statements and manage banking relationships
Produce monthly aircraft owner statements
Enter and reconcile intercompany transactions
Cash management and semi-monthly payroll
Report monthly financials and weekly cash statements to the Owner
Create forecasts and budgets for each airplane
Maintain accounting system chart of accounts and reports
Share the human resource responsibilities with the General Manager – Write offer letters, collect new hire paperwork, assist in terminations, maintain vacation time by employee and assist with pay changes
Supervise Accounting Clerk and Executive Administrative Assistant

BF Goodrich, Avon Lake, Ohio

September 1999 – October 2000

Cost Accountant

Review and adjust monthly cost statements
Support and advise manufacturing departments of monthly inventories
Implement Kronos software for payroll
Train employees who will be using the Kronos software
Verify weekly payroll hours
Ensure a cost is rolled up for all finished goods in the Prism system
Final approval of purchase requests within the Champs purchasing system
Analyze capital projects and set them up in the property records

Roto-Rooter, Cincinnati, Ohio

August 1995 – June 1999

Staff Accountant

Reviewed the financial statements for the various home office departments
Generated monthly forecasting for Roto-Rooter Services Company
Reconciled general ledger accounts
Ran and utilized the foreign currency translation
Prepared and analyzed the monthly consolidated financial statements for Roto-Rooter, Inc.
Provided federal and state tax return information to the Chemed (Roto-Rooter's parent company) tax department
Prepared the annual business plan for Roto-Rooter Services Company
Reconciled the consolidated tax entries
Entered and updated journal entries to the general ledger
Wrote and maintained reports using the J.D. Edwards report-writing package
Maintained the chart of accounts in the J.D. Edwards software
Reviewed and corrected the integrity reports generated from J.D. Edwards
Reported monthly financial statements to Chemed using Micro-Control
Selected as a member of a Kaizen team to perform a three-day review of the accounts payable process and put into practice any improvements

Computer Skills:

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Access, QuickBooks

References:

Available upon request.