

LINDA VAUGHAN
806 CHITTAMWOOD LANE
ALLEN, TEXAS 75002
972-727-9455

OBJECTIVE: To obtain a position in government/fund accounting or finance that uses my knowledge of and experience in this field and general business for the advancement of that entity.

WORK EXPERIENCE:

January 2002 to
Present

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT –
DIRECTOR OF ACCOUNTING AND FINANCIAL
REPORTING**

Supervise payroll, accounts payable, bursar, and fixed asset functions for District. Provide managerial support for banking, investments, depository contracts, and debt management. Maintain responsibility for preparation of the Comprehensive Annual Financial Report. Coordinate month and year-end accounting closes and annual external audit. Monitor all financial transactions to ensure compliance with District policies, federal and state regulations, and generally accepted accounting principles. Assist in development of financial policies and procedures, including internal controls. Develop and maintain accountability for department's budget. Support all upgrades, modifications, and enhancements to department computer systems. Prepare reports as needed for Vice-President, Board of Trustees, and Texas Higher Education Coordinating Board.

June 1997 to
December 2001

CITY OF ALLEN – FINANCE DIRECTOR

Conduct programs of cash management, debt management, risk management, purchasing, and general accounting. Invest City's funds, which, as of June 30, 2001, totaled over \$87 million. Prepare and present City-wide budget, which, for Fiscal Year 2001-02, is \$73 million. Assist external auditors with annual audit and preparation of Comprehensive Annual Financial Report, including addressing comments from both the audit firm and the Government Finance Officers' Association. Work with City's Financial Adviser and Bond Counsel in issuance of debt. Hold presentations for bond rating agencies with the goal of upgrading the City's bond ratings. Work with ad valorem tax collector in setting tax rate and collecting revenues. Assist in development and implementation of City's Capital Improvement Program. Advise the City Manager, City Council, boards and commissions regarding the impact of proposals on financial conditions. Prepare and monitor the goals, objectives and budget of the Finance and

Utility Collections Departments and the Municipal Court. Prepare and justify departmental budget estimates, including year-end estimates and new budget year programs and services. Plan, supervise, and evaluate the work of subordinate employees.

April 1991 to
June 1997

CITY OF ALLEN – CHIEF ACCOUNTANT

Supervised, planned, and evaluated activities of Finance and Utility Collections Departments, including hiring of staff members. Managed City's cash and investments and insured debt payments were made in a timely manner. Insured City's accounting records were accurate. Worked with City's property insurance company to insure proper risk management. Assisted outside auditors with financial statement preparation. Prepared City-wide budget. Prepared and monitored budget for Finance and Utility Collections Departments, making certain funds were spent in accordance with budget appropriations. Supervised collection of department revenues. Compiled all information needed for bond sale. Worked with City Council appointed committee to determine funding options available for proposed City facilities. Coordinated training of department employees. Identified problems relating to accounting, utility, and computer operations and developed and implemented solutions. Prepared various reports as needed for Finance Director and City Manager.

December 1987 to
April 1991

CITY OF ALLEN - ACCOUNTANT

Reconciled bank accounts, investments, and other General Ledger accounts. Reconciled Utility Billing accounts with General Ledger. Supervised posting of cash receipts. Managed month and year-end close-out. Prepared annual audit workpapers and assisted with annual audit. Prepared budget worksheets for completion by all departments and assisted in preparing City's annual budget. Tracked City bond fund expenditures. Worked closely with tax office. Worked on City's ADA Task Force. Prepared various statistical reports for Finance Director and City Manager. Assisted with payroll process, including preparation of monthly and quarterly payroll-related reports and annual W-2's.

July 1986 to
November 1987

TEXAS OIL AND GAS – REVENUE ACCOUNTANT

Recorded monthly oil sales for a number of oil leases. Provided information to lease royalty owners regarding royalty payments. Reconciled revenues recorded with payments from oil purchasers.

September 1985 to
July 1986

COLLEGE STATION HILTON – HOTEL ACCOUNTANT

Prepared and verified daily revenue reports. Managed accounts payable. Researched and corrected problems with accounts. Prepared various analytical reports using Lotus 1-2-3. Worked with hotel manager and other professional staff in coordinating hotel operations.

June 1984 to
August 1985

ARTHUR ANDERSEN & CO. – STAFF ACCOUNTANT
Performed audits and special projects in various industries.
Prepared computerized reports, including Lotus 1-2-3
spreadsheets, which served company's internal needs. Worked
with management and professional staff in identifying, resolving,
and reporting financial accounting matters.

EDUCATION:

Texas A & M University, College Station, Texas
BBA in Accounting – May 1984

Texas Tech University's Southwest School of
Government Finance
Investment Officer Training
NCTCOG Supervisory Skills Training
Various finance and computer-related training
classes

PROFESSIONAL
CERTIFICATIONS/
ORGANIZATIONS:

Texas Association of Community College Business Officers
Annual Financial Reporting Committee of Texas Higher Education
Coordinating Board
Certified Government Finance Officer
Government Finance Officers' Association
Government Finance Officers' Association of Texas