

# Audrey Pancoe

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## Professional experience

2007-present Your Part-Time Controller, LLC Cherry Hill, NJ

### Associate

- Responsible for financial reporting of multiple clients including identifying and implementing process improvements required to produce timely and accurate monthly reports
- Responsible for annual audits with independent Certified Public Accounting firms.
- General Ledger account analysis
- Streamline and improve existing computerized accounting functions

1998-2007 JEVS Human Services Philadelphia, PA

### Accounting Manager

- Supervise A/P, A/R & Payroll personnel.
- System Administration & Implementation
  - Lead person & System Administrator for ADP EHRMS system (payroll and human resources) for over 1000 employees
  - Lead person & System Administrator for Great Plains General Ledger System conversion
  - Lead person & System Administrator for Web Portal – gives access on line to financial statements for people in the field.
- Financial Responsibilities
  - Capital Expenditures reporting and forecasting
  - G/L analyses
  - Monthly and year end closings
  - Audit schedules
- Outside Relationships Liaison
  - Auditors
  - Citizens Bank
  - Vendors
- Administration
  - Development of policies and procedures for JEVS.

1996-1998 JCCs of Greater Philadelphia Philadelphia, PA

### Accounting Manager

- Responsible for monthly & year end closings. Budget preparation including operations, capital & grants. Supervise A/R, A/P & Payroll. Heavy involvement with conversion to *Custos System* from outside service bureau & enforcement of purchasing & disbursement policies.

1993-1996                      Ralph Kearney and Sons                      Bensalem, PA

**Accounting Manager/Controller 1995-1996**

- Monthly & year-end closings, cash flows & forecasts. Analyze operating results & make recommendations. Financial statement analysis. Maintain general ledger. Work with public accounting firm & bank with respect to financial records & taxation. Plan for hardware/software development & enhancement.

**Accounts Payable & Payroll Manager 1993-1995**

- Accountant for wholly owned subsidiary of RKS, Circle Metal supply: responsibilities included A/P, A/R, Payroll & income statements

1991-1993                      Amplifonix                      Philadelphia, PA

**Accounting Manager**

1991      Classic Resorts      Lahaina, HI

**Accountant**

1984-1991                      Avery Dennison Corporation                      Philadelphia, PA

**Associate Financial Analyst 1988-1991**

**Financial Assistant 1987-1988**

**Accounting Manager Associate 1986-1987**

**Accounts Payable Supervisor 1984-1986**

**Education**                      1979-1981                      Saint Josephs University                      Philadelphia, PA

**BS Accounting**

1977-1979                      Penn State University                      Abington, PA

**References**                      Available upon request