

DEBORAH REINSMITH
dareinsmith@hotmail.com

OBJECTIVE

A position as an accountant or controller that will make use of my extensive accounting and information technology background throughout various industries.

SUMMARY

Twenty plus years in organizational accounting and business analysis, providing assessment of and solutions to problem areas relating to information sharing, storage and retrieval. Evaluating, advising and executing development of general accounting software or customized database software, upgrading hardware and increasing integration as needed. Conducting training to implement use of new software, procedures and retrieval processes. Forms of accounting include, but are not limited to: Cost, multi-location, international, industrial, non-profit, and manufacturing.

EXPERIENCE

Mobile Museum of Art, Mobile, AL 2005-Present
Temporary Finance Officer/Accountant

- Hired as trouble-shooter to catch up and correct books that were non-current and had been improperly maintained
- Supervise Finance Department employees and instituted proper accounting procedures and practices. Trained employees in use of non-mainstream accounting program
- Saved the Museum mid-six figures by eliminating duplication of payments and correcting improper processing of invoices for City payment
- See attached addendum for accomplishments

KORS Enterprises, Mobile, AL 2003-2005
Accountant/Office Manager/ Information Technician

- Created Point of Sales program and Automated Spreadsheets
- Converted manual accounting system to computerized system
- General office management & accountant (A/R, A/P, P/R, G/L, Billing, EOM Reconciliation & Bank Reconciliation, Financials, all Taxes & Deposits). Monthly financial statement analysis.

Marc Yeoman Painting & Decorating, Inc., Mobile, AL 2002-2003
Accountant/Office Manager

- Locate & correct errors in books and accounting practices
- General office management & cost accounting practices (A/R, A/P, P/R, G/L, Billing, EOM Reconciliation & Bank Reconciliation, Financials and all Tax Forms & Deposits)

PDS Business Systems, Inc., Mobile, AL 2000-2002
President/Owner

- Customized and installed computer hardware and software
- Analyzed clients needs, then developed, installed, trained and supported both custom accounting and custom general use software. Created and developed web sites (see also 1983-1987 below)

Bryant Fisheries, Inc., Irvington, AL 1994-2000
Accountant/ Office Manager /Information Technician

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- Developed and implemented new computerized inventory control system
- Increased profits by establishing proper cost accounting formats
- Reduced costs by setting controls to track and eliminate A/P billing errors

Charter Hospital of Mobile, Mobile, AL
Accountant/Assistant Controller

1987–1990

- Reduced costs related to duplication of billing for outside services
- Initiated and developed complete automation of monthly Home Office Financial conversion report, resulting in time-cost savings from 5 days to 6 hours
- Developed and implemented effective batching procedures for computer input of patient charges, eliminating lost revenues

PDS Business Systems, Inc., Mobile, AL
President/Owner

1983–1987

- Created and customized point-of-sale computer programs for video stores
- Marketed and sold this industry specific video store POS program on a national level
- Installed custom built computer systems for video movie inventory control
- Trained business owners and employees in use of computer systems and software

Gulf Coast Video Center, Inc., Mobile, AL
President/Owner

1979-1983

- Entrepreneuried first video specialty store in the state of Alabama
- Developed a point of sale computer program. This program controlled the large inventory of rental movies, customer info and late charges; reported rental profit per tape, genre trends and profitability; and accumulated figures for automatic dumping into accounting software, as well as many other functions

Assured Industrial Maintenance, Mobile, AL
Full Charge Cost Accounting

1977-1979

- Maintained full accounting duties for AIM of Alabama & AIM of Oklahoma
- AIM of Oklahoma ceased operation due to elaborate theft operation, which was exposed by my analysis of their paperwork

EDUCATION

MBA: Accounting, Almeda University December 2005
BA: Business Management, Almeda University 2002

SKILLS

Skills: Most mainstream and non-mainstream accounting systems, Database software engineering, Website applications, Microsoft applications, Hardware and software installation and setup, Information retrieval and consolidation, Accounting software setup and training

Languages: VBA, VBS, XHTML, Basic, DBMS, DOS

Operating Systems: Windows 95, 98, NT, XP, 2000, DOS, Macintosh