

## **JANET BURKE ALLEN, CPA, MBA**

2350 Houston Lake Road, Apartment 502 • Kathleen, Georgia 31047  
(H) 478-224-1502 • (C) 270-305-1212 • [allenjb2006@yahoo.com](mailto:allenjb2006@yahoo.com)

### **EXECUTIVE-LEVEL MANAGEMENT: Senior Financial Analyst / Senior Management Analyst**

Trustworthy, respected, and highly competent financial professional offering 17+ years of experience in financial reporting, analysis, and accounting, including 5+ years of experience as Senior Financial Consultant III, WR-ALC IBM Team for the Department of Defense (DoD), USAF AFMC Working Capital Fund financial analysis. Expert at achieving CFO compliance. Positive, flexible, and highly ethical team player exceptionally adept at building relationships and handling details. Tenacious, fearless, and tactful protector of corporate finances and financial assets. *Core competencies:*

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Governmental Fund & Working Capital Accounting • Financial Management • Revenue Accounting  
Property Accounting • Financial Reporting • CFO Compliance • Diplomacy • Financial Forensics  
Analysis • Teamwork • Multi-Tasking • Organizational & Communication Skills • Training • Mentoring

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### **PROFESSIONAL EXPERIENCE**

#### **IBM/THE GREENTREE GROUP, Robins Air Force Base, Warner Robins, Georgia • 2003-Present**

Largest industrial complex in State of Georgia. Air Logistics Center engaged in maintenance and repair of Air Force airplanes and equipment. 25,000 employees.

#### **Senior Financial Consultant III**

Provide CFO-compliant Certified Public Accounting (CPA) support to Air Force. Analyze and evaluate monthly financial data. Report major issues to management. Support Depot Maintenance Contract sector in billing and shipping records analysis for funding purposes. Create monthly MSD Balance Sheet and Income Statement for WR-ALC. Advise Financial Management on internal control issues.

- Established trusting relationships between Logistics and Financial Management.
- Identified \$53M+ in financial statement errors.
- Corrected procedures performed by Defense Finance Accounting Service (DFAS).
- Collaborated in analysis and documentation of write-offs that released \$2M+ in obligated funds.

#### **ALLEN ACCOUNTING, Hopkinsville, Kentucky • 2003**

Privately-owned sole proprietorship providing tax, investment, and not-for-profit accounting.

#### **Certified Public Accountant (CPA) / Sole Practitioner**

Researched, networked, and engaged in all startup activities for new business launch. Generated new business. Built client base.

- Successfully completed 501(c) (3) filings and financial papers for 2 startup churches.
- Provided *pro bono* financial advice to needy clients.

#### **PENNYRILE RURAL ELECTRIC COOPERATIVE, Hopkinsville, Kentucky • 2002-2003**

Regional utility company serving parts of Western Kentucky.

#### **Manager of Accounting**

Ensured proper account coding for all payables. Prepared journal vouchers and monthly/annual financial and regulatory reporting. Performed compliance audits with governmental accounting and reporting standards for 501(c) (12) electric utility. Researched, installed, and converted financial data from AS400 application to new PC-based application for PenWar, Inc., affiliated, for-profit joint venture with Warren Rural Electric. Supervised 2-person staff of accounting clerks. Acquired training as backup for Property Accountant, including areas of parts, equipment, and field inventory.

**FACILITY SERVICES, INC., Hopkinsville, Kentucky • 2000-2002**

Privately owned business providing sub-contracting services in military family housing maintenance to Federal Government across several states.

**Controller**

Oversaw all aspects of financial accounting, regulatory reporting, tax, job cost accounting, financials, receivables, payables, and payroll. Audited invoices. Researched contracting opportunities. Acted as coordinator for contractors on job site. Ordered supplies and equipment. Developed and supervised 5-person staff.

- Slashed expenses by reducing manpower requirements, controlling inventory shrinkage risk, and ensuring accurate inventory records to control superfluous ordering.
- Minimized errors by replacing accounting software.

**Career Notes:** Prior experience includes 15 years with Equitable Resources, Inc. as **Staff Accountant** at Equitrans Pipeline LP and as **Property Records Accountant** at Equitable Gas in Pittsburgh, Pennsylvania (1993-2000); **Coordinator of Well Records and Graphics** at Equitable Resources Exploration, Kingsport, Tennessee (1984-1993).

**EDUCATION**

**Master of Business Administration**

Robert Morris University, Pittsburgh, Pennsylvania

**Bachelor of Science in Business Administration**

Austin Peay State University, Clarksville, Tennessee

**Professional Development**

CPA Examination Preparation Accounting Courses  
East Tennessee State University, Johnson City, Tennessee

Becker CPA Review, Knoxville, Tennessee • CPA License

Government-Sponsored Training Courses in Resource Management, Fiscal Law  
Keystone Decision Support System, Information Assurance, and  
Security, Government Computer Systems & Applications

**AWARDS**

Letter of Appreciation  
Signed by the Director, Financial Management, HQ AFMC  
Contract Support Award  
(American Society of Military Comptrollers-2005-2006)

**COMPUTER SKILLS**

HP • Compaq & Dell PCs with Windows Operating Systems • Air Force Portal  
Advanced Distributed Learning System (ADLS) • Air Force Knowledge Now (AFKN)  
Air Force Center for Electronic Distribution of Systems (AFCEDS) • CD Viewer • Cognos Impromptu  
Commander's Resource Integration System (CRIS) • Electronic Document Access (EDA) • DO35  
DO35J • D043A • Financial Inventory Accounting & Billing System (FIABS) • Tracker  
Defense Departmental Reporting System (DDRS) AFS & Budgetary Modules  
DPEM Accounting System • Financial Data Retrieval System • GAFS-R DATAMART • G072D  
H075C • InfoMaker • IT Central • J025A (APO) • KeyPlus • Keystone Decision Support System (KDSS)  
Mechanization of Contract Administration Services (MOCAS) • Online Report Viewer (OLRV) • PCLAIM  
Stock Control System (SSSC) • Standard Materiel Accounting System (SMAS) • Shared Date Warehouse (SDW)  
Access 2007 • Excel 2007 • Outlook 2007 • PowerPoint 2007 • Word 2007

**PROFESSIONAL MEMBERSHIPS**

Certified Public Accountant (CPA) Active License #13163 (Tennessee)  
Tennessee Society of CPAs (TSCPA) • Kentucky Society of CPAs (KYCPA)  
American Society of Military Comptrollers (Middle Georgia Chapter)

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Dear Sir/Dear Madam:

Trust, respect, and competence characterize my success as a financial professional offering extensive expertise in financial analysis, reporting, and accounting. Seeking to contribute my superior financial, organizational, and communication skills to a growing company such as yours, I have enclosed my resume for your consideration.

Throughout my career, I have identified and implemented strategies in support of the core business objectives of such organizations as IBM/Greentree, Allen Accounting, Pennyrite Rural Electric Cooperative, and Facility Services, Inc. In addition, I have leveraged my deep understanding of financial analysis and accounting to educate and empower business leaders in achieving bottom-line results.

Highlights of my career include:

- Establishing trusting relationships between Logistics and Financial Management at IBM/Greentree.
- Identifying \$53M+ in financial statement errors.
- Collaborating in the analysis and documentation of write-offs that released \$2M+ in obligated funds.
- Successfully completing 501(c) (3) filings and financial papers for 2 startup churches at Allen Accounting.
- Slashing expenses by reducing manpower requirements, controlling inventory shrinkage risk, and ensuring accurate inventory records to control superfluous ordering at Facility Services, Inc.

With a long history of problem-solving and decision-making that have contributed to significant growth, combined with my superior financial acumen and communication skills, I present your organization with a unique opportunity to achieve both immediate and long-term results.

For a detailed presentation of my career background, I invite you to review the enclosed resume. Please feel free to contact me at your earliest convenience.

Thank you for your consideration. I look forward to further dialogue with you in person.

Sincerely,

Janet Burke Allen