

Babette M. Cade

SUMMARY OF ACCOMPLISHMENTS:

Accomplished Accountant with a wide spread range of accounting experience ranging from account analysis, fixed assets, payroll, financial statements, Accounts Payable, Accounts Receivable, Inventory Control with work orders(raw materials/work-in-process/finished goods, etc.), journal entries, invoicing and account coding, and customer service experience for both the internal and external customers. Along with my accounting experience, I have a wide knowledge about shipping and receiving departments. Proficient with Microsoft Office 2010 and 2013 products. Accustomed to working with multi-million dollar payments for fuel on a weekly basis with minor variances due to the fluctuations of fuel prices.

SOFTWARE SKILLS:

- SAP
- PeopleSoft
- Kronos
- Enterprise
- RMS
- Windows XP, Vista, Windows 7, Windows 10
- Microsoft Office Excel
- Microsoft Office Access
- Microsoft Word
- Outlook Express
- Lotus Notes
- QAD & DOS Programs

EDUCATION:

Working on PhD in Advanced Accounting – Northcentral University, Prescott Valley, AZ – GPA 3.56 (ABD status – working on Dissertation)

MS, Accounting - Franklin University, Columbus, OH, 2012 - GPA 3.69

BS, Accounting & Management - Franklin University, Columbus, OH, 2009 - GPA 3.57

PROFESSIONAL EXPERIENCE:

JW Hughes Excavation Inc. Pleasanton, TX

1/19 - current

JW Hughes Excavation is an excavation and electrical company that provides services to the oil and gas industries all over Texas.

Accounting Manager

- Responsible for fixed assets, financial statement preparation, month-end close, journal entries, general ledger reconciliations, legal matters, human resources, payroll, and monthly analysis reporting.
- Responsible for intercompany journal entries and payables.
- Supervises two billing clerks (electrical and excavation divisions).
- Prepares all reporting to the CPA for review and makes the year-end entries from CPA.

VRL Laboratories, LLC. San Antonio, TX

8/14 – 12/18

VRL Laboratories, LLC, is a human and animal virus testing laboratories with various locations across the US & a location in China.

Senior Accountant

- Responsible for fixed assets, financial statement preparation, month-end close, journal entries, general ledger reconciliations, legal matters, human resources, payroll, and monthly analysis reporting.
- Responsible for intercompany journal entries and payables.
- Supervise an accounts payables clerk.
- Prepares all reporting to the CPA for review and makes the year-end entries from CPA.
- Prepares all reporting for 2nd business owned by owner ~ MYK Investments, LLC (dba Sarita's Mexican Restaurant) 2 locations in San Antonio

Kaco new energy. San Antonio, TX

4/14 – 8/14

Kaco new energy develops and manufactures solar inverters in the United States, parent company in Germany.

Senior Accountant

- Responsible for fixed assets, financial statement preparation, month-end close, journal entries, general ledger reconciliations, and monthly analysis reporting.
- Responsible for intercompany invoicing and payables.
- Supervise staff of accounts payables, receivable, and payroll.

National Lloyds Insurance Company. Waco, TX

10/13 – 4/14

National Lloyds/American Summit Insurance Company is a provider of property and casualty insurance.

Senior Accountant

- Responsible for fixed assets, financial statement preparation, month-end close, journal entries, general ledger reconciliations, and monthly analysis reporting.
- Responsible for quarterly, semi-annual, and yearly reporting to the NAIC.
- Provide SOX auditors with appropriate journal entries and balance sheet reconciliations as required.
- Reconciliation of claim for reinsurance through reinsurance providers.

ITT Technical Institute. Waco, TX

7/13 – 4/14

ITT Educational Services (NSE: ESI) provides postsecondary degree programs in the United States.

Business Adjunct

- Teach accounting, management, and general theory classes.

Allergan, Inc. Waco, TX

5/12 – 10/13

Allergan, Inc. is a publicly traded (NYSE: AGN) health care company focused on discovering, developing and commercializing innovative pharmaceuticals.

Senior Cost Accountant

- Responsible for managing inventory control issues, including spoilage, scrap, and manufacturing variances.
- Responsible for fixed assets, financial statement preparation, month-end close, journal entries, general ledger reconciliations, and weekly and monthly analysis reporting.
- Provide SOX auditors with appropriate journal entries, physical inventory, and costing information as required.

CEFCO Convenience Stores Temple, TX

2/11 – 5/12

CEFCO Convenience Stores, of which the parent company is Fikes Wholesale, is a retail gas/convenience store chain across six states.

Staff Accountant

- Performed various accounting duties, including: accounts payable, accounts receivable, inventory control, payroll, fixed assets, financial statements, month-end closings, journal entries, general ledger reconciliation, and weekly and monthly analysis reporting.
- Provided auditors with details and supporting documentation for sampling data, including bank statements, various account balances, new loans notes and leases documentation, and fixed assets (work in process and completed projects).

Atlas Roofing Corp. Diboll, TX

4/09 – 2/11

Atlas Roofing Corporation is an innovative, customer-oriented manufacturer of residential and commercial building materials.

Accountant

- Performed various accounting duties, including: accounts payable, accounts receivable, inventory control, payroll, fixed assets, financial statements, month-end closings, journal entries, general ledger reconciliation, and various human resources tasks.
- Required travel to Colorado on as needed basis.
- Provided auditors with supporting documents regarding account balances, payroll, and shipping/receiving documentation.

MD Totco/NOV Tyler, TX

10/06 – 12/07

National Oilwell Varco Inc. is a publicly traded (NYSE: NOV) provides equipment and components for oil and gas drilling and production; oilfield services; and supply chain integration services to the upstream of oil and gas industry worldwide.

Administrative Assistant

- Analytical skills working on the various rigs and equipment being used by rigs.
- Maintaining communications with customers for billing.
- Ability to prioritizing job responsibilities.
- Utilized Excel, AS400, and Outlook Express on a daily basis.
- Maintained and balanced monthly checkbook and inventory tracking of assets on rigs.

Copeland Corp. (Emerson Electric). Sidney, OH

8/04 – 10/06

Emerson Electric Co. is a publicly traded (NYSE: EMR) a diversified technology company, engages in designing and supplying products and technology and providing engineering services and solutions to the industrial, commercial, and consumer markets worldwide.

Purchasing Coordinator

- Analytical skills working on the various projects forth-coming in purchasing.
- Preparing power point presentations for major meetings, including multi-screen presentations.

Advanced Composites, Inc. Sidney, OH

1999 – 2003

Advanced Composites Inc, (Parent company: Mitsui Chemicals) is the leading supplier of Thermoplastic Olefins and Polypropylene compounds to the North American Automotive industry.

Staff Accountant

- **Subject matter expert:** Involved with the bar-coding implementation from the beginning of the process in receiving, thru production, then to finished goods and finally shipping the final product.
- Responsibilities included handling all daily productions of finished goods and relieve raw materials inventories of usage for finished goods.
- Seven outside locations in which had to maintain their inventories.
- Participated in physical inventory of all inventories twice a year and worked with management to reconcile inventory issues.
- Processed all invoices for payment, including coding, getting proper authorization for payment when necessary, printing the checks and attaching proper documents to support the payment information and sending the checks out to vendor for payment.
- Maintained a Fixed Asset inventory of all assets and updated the software to keep track of monthly and yearly depreciations of assets.
- Provided auditors with details and supporting documentation for sampling data, various account balances, production work sheets, cost accounting data calculations, and fixed assets (work in process and completed projects).
- Helped with the pre-work completed in the audit in regards to the review of policies and procedure for the production and fixed assets. Worked with auditors with books for the yearly annual audit of year end information.