

# Edgar B. Smith

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Work (936) 294-2765  
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**Objective** To obtain a challenging position that would allow me to use the accounting and budget knowledge that I currently possess by applying, synthesizing, and evaluating my abilities to the fullest extent.

**Qualifications** Highly competent professional with over thirty years' experience in the field of accounting and budgeting including seventeen years of supervisory.

**Experience** **Sam Houston State University, Huntsville, Texas**  
**Budget Office**

*Director of Budget, (April 2011 –Present)*

- Prepare the University Legislative Appropriation Request for the Legislative Budget Board.
- Prepare the Yearly Non-Tax Collection Report for Legislative Budget Board
- Reconciled the Automated Budget and Evaluation System of Texas.
- Oversee the University Annual Budget Process
- University Budget represented with System Office.
- Prepare the University Annual Budget
- Supervised Budget Analyst positions.

*Associate Director of Budget, (September 2009 –March 2011)*

- Prepare the University Legislative Appropriation Request for the Legislative Budget Board.
- Prepare the Yearly Non-Tax Collection Report for Legislative Budget Board
- Reconciled the Automated Budget and Evaluation System of Texas.
- Oversee the University Annual Budget Process
- University Budget represented with System Office.
- Distribute quarterly earnings on endowments funds
- Prepare the University Annual Budget

## **Administrative Accounting Office**

*Associate Director of Accounting, (September 2004 – August 2009)*

- Managed federal funds of deposit as well as ten local bank account cash balances
- Supervised student employees and assistant supervised full time staff employees
- Assisted in the implementation of a state wide accounting system
- Managed student account receivable system
- Reconciled general ledger accounts
- Opened and closed books monthly
- Assisted with year-end closure

*Assistant Director of Accounting, (July 1992 – August 2004)*

- Managed federal funds of deposit as well as ten local bank account cash balances
- Supervised student employees and assistant supervised full time staff employees
- Assisted in the implementation of a state wide accounting system
- Managed student account receivable system
- Reconciled general ledger accounts
- Opened and closed books monthly
- Assisted with year-end closure

*Accountant II – (July 1989 – June 1992)*

- Designed, tested, and implemented new computerized Financial Aid procedure
- Counseled with students and parents on student accounts
- Set up payment plans on delinquent accounts
- Collected outstanding student accounts
- Processed student resignation refunds

*Accounting Clerk II* – (December 1987- June 1989)

- Reconciled student receipt system to general ledger
- Data Entry of charges and payments
- Balanced daily cover sheets
- Processed billings

**Residence Life Office**

*Accounting Clerk III* – (June 1987 – November 1987)

- Reconciled departmental income and expense accounts
- Approved special payment arrangements
- Prepared monthly operating report
- Audit inventory system

**Administrative Accounting Office**

*Student Assistant* – (May 1986-May 1987), (January 1982-May 1985)

- Assembled and entered general receipts, local and state vouchers
- Distribute accounting reports
- Post deposits to check book
- Filed journal vouchers

**Education**

**Sam Houston State University**, Huntsville, Texas

*Bachelor of Business Administration in Accounting, 1985*

*Post Graduate Study in Math, 1986-1987*

**Computer Skills**

Microsoft (Excel, Word, Outlook)  
Banner

Window NT  
Nell (Accounting Database)

**University Committee Appointments:**

**Banner Implementation Team Staff - Finance Team Leader**

**Evaluation Committee**, September 2004 – August 2007

**Bearkitten Academy Review Committee**, August 2003 - January 2004

- Review safety of building
- Analyze financial status of program

**Student Service Fee Budget Committee**, September 1997 – Present

- Listen to Department and Organizations proposal for their yearly budget funding
- Allocate student service fee funds to university department and organizations

**University Disciplinary Committee**, September 1990 – August 2006

- Listen to disciplinary case
- Decided the appropriate disciplinary action

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### **Seminars Attended:**

**Recruiting & Strategies for the '90's – Retaining Minority Students, Faculty, and Administrators**  
**Credit Evaluation & Collection Methods for Professionals**  
**Compliance with Equal Employment Opportunity Law**  
**Internal Revenue Service**

**References**     Available upon request.