

BCHA's financial services are shifting to Accountant Jenna Elliot, who comes highly recommended. Please see resume below/ May financial reports will be included with June financial reports in the BCHA Board July Meeting to accommodate the onboarding and training processes. For any questions or concerns, please contact info@bcoha.org.

Thank you

JENNA ELLIOTT, C.M.

PO Box 3695 • Ketchum, ID 83340 • 208.949.6885 • jennaleigh0316@gmail.com

Profile

Qualified Finance & Accounting Director > with a keen eye for detail and over 9 years of accounting experience. Demonstrated ability to oversee all financial activities within a company and quickly master various types of software and technology. Resourceful and efficient with time schedules and motivated to expand knowledge base and skill set. Accustomed to and comfortable with handling sensitive, and highly confidential records and information.

Accomplished Contracts Accountant > with close to 4 years of contract administration experience. Self-motivated professional with a proven track record of monitoring contracts, meeting deadlines, and implementing processes and procedures to ensure efficient and smooth workflow. Dedicated to exceeding expectations and providing exceptional assistance to fellow employees.

Even-keeled team player > with the ability to maintain a sense of humor under pressure. Adapts quickly and seamlessly to change and maintains control in times of stress. Interacts appropriately with professionals and non-professionals at all levels and genuinely enjoys people and diversity. Competent employee who brings a positive outlook to situations and maintains a strong work ethic.

Skills Summary

Financial Statements	Payroll	Customer Service
Reconciliation	Contract Management	Administrative Support
AR/AP	Invoicing	Project Management
General Ledger	Purchase Orders	Report Preparation
Auditing	General Office Skills	Problem Solving
Budgeting/Forecasting	Data Analysis	Written Correspondence

Professional Experience

ACCOUNTING / FINANCIAL ANALYSIS

- ❑ Manage and direct all financial and administrative programs and activities for approximately 20 different entities.
- ❑ Oversee internal controls related to financial functions.
- ❑ Finances: AP/AR, billing, budgeting, forecasting, financial statements, journal entries, grant accounting, capital planning.
- ❑ Review, track, and draw on operating grants to maintain efficient cash flow.
- ❑ Post customer payments; prepare and make deposits
- ❑ Reconcile bank, cash and credit card accounts
- ❑ Payroll administrator
- ❑ Administer 401K Contributions and maintain account reconciliation
- ❑ Prepare compliance filings and process various state business licenses
- ❑ Prepare and file taxes: Payroll, Sales & Use, Income
- ❑ Collect and maintain vendor W-9 forms and process, file, and send out 1099s
- ❑ Restructure Chart of Accounts to conform to government standards to ensure compliance and better tracking of the client's financial health
- ❑ Maintain Balance Sheet Schedules: Deferred Revenue, Fixed Assets, Prepaids, etc.
- ❑ Assist with financial and governmental audits
- ❑ Functional knowledge of GAAP and compliance with GASB.

CONTRACTS ADMINISTRATION / DATA ANALYSIS

- ❑ Oversee the implementation of and coordination of revenue generating contracts and leases.
- ❑ Negotiate, create, audit, maintain, and terminate customer contracts including reviewing proposals, evaluating compliance with requirements and regulations, maintaining communication to ensure timely execution, and analyzing documents
- ❑ Provide exemplary customer service by communicating effectively and efficiently with customers to resolve complaints or disputes with contract execution and billing.
- ❑ Create lease and non-lease contract documents for contract changes and monitor signing process to ensure timely execution.
- ❑ Monitor and track contract life cycle to ensure terms are met and renewals are processed in a timely manner.
- ❑ Conduct periodic audits on various aspects of the department to ensure accuracy and efficiency
- ❑ Create and analyze profitability reports to determine accounts with low profitability
- ❑ Research, analyze, and implement processes and procedures to streamline workflow and maximize efficiency
- ❑ Create and implement standard operating procedures for contracts department during a time of high growth and change

CUSTOMER SERVICE / ADMINISTRATIVE SUPPORT

- ❑ Analyze various permit/license applications to ensure compliance and issue permits/licenses accordingly to citizens
- ❑ Answer and screen telephone calls, while providing exceptional customer service
- ❑ Create and maintain customer and vendor files
- ❑ Create, produce, and disseminate newsletters, email blasts, and social media updates
- ❑ Prepare reports, spreadsheets, memos, letters, and presentations using Microsoft Word, Excel, and PowerPoint
- ❑ Grant research and application
- ❑ Draft, transcribe, proofread, edit, and maintain correspondence, reports, and meeting minutes
- ❑ Update articles, images, and content upload to websites using HTML and CSS coding
- ❑ CompTIA Project+ certified (Project Management)

Employment History

13D Research & Strategy LLC – Ketchum, ID
Finance and Accounting Director, 12/2023 to Present

FRIEDMAN MEMORIAL AIRPORT – Hailey, ID
Deputy Airport Director, Finance & Administration, 02/2022 to 12/2023
Sr. Administrative Coordinator, 07/2021 to 02/2022
Administrative Coordinator, 04/2019 to 07/2021

PROPELLER INDUSTRIES – Ketchum, ID
Staff Accountant, 05/2018 to Present

FISHER'S TECHNOLOGY – Boise, ID
Sr. Contracts Accountant, 07/2014 to 05/2018

TWIN FALLS COUNTY ASSESSOR – Twin Falls, ID
Certified Real Estate Tax Appraiser, 11/2004 to 09/2006 and 09/2010 to 06/2014

Education / Certification

CERTIFIED MEMBER (C.M.)
American Association of Airport Executives - 2023

WESTERN GOVERNORS UNIVERSITY – Salt Lake City, UT
Bachelor of Science – Accounting, 2020

POINT LOMA NAZARENE UNIVERSITY – San Diego, CA
Bachelor of Arts – Liberal Studies, 1999