

Jennifer L Tambling

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Qualifications Summary

I am a highly motivated, detailed oriented degreed accountant with a comprehensive knowledge of accounting, auditing, and business principles. I encompass expertise and a proven ability in developing and implementing procedures, staff training, supervision and mentoring, corporate and personal tax returns, managing staff, and providing timely financial reporting.

Professional Experience

[Jemanex, Inc.](#), Gainesville, FL
President, August 2000 to Present
CFO to go services

Accounting and business consulting:

Produces monthly and quarterly Auxiliary financial statements, completed SRECNA and SNA for submission to University, implementation of processes for balancing of shadow system to People Soft, trained staff, wrote a manual of processes, assisted with budgeting, provided financial advice, sales tax submission, and UBIT submission.

Evaluating financial statements, determination of strategic alliances, recruiting, interviewing, implementing and monitoring all schedules for each department of company, corporate taxes, and personal taxes of officers, non-profit tax returns, completion of all corporate documents to the state and to the federal government for non-profit status, governmental submission to school board of financial statements on a quarterly basis, payroll and payroll taxes, accounts payable, accounts receivable, bank reconciliations, data entry and all forms of financial reporting, cost accounting, budgeting, etc.

Recent extended consultations with Oelrich Construction and Painter Masonry. Extensive experience with Davis-Bacon wage regulation and Certified payroll.

[Digi-Net Technologies, Inc.](#), Gainesville, FL
Comptroller/Director of Business Development, March 1999 to August 2000

Assisted in obtaining capital for furthering the company's product line (i.e. met with Venture Capitalist), assisted in writing the Business Plan for the company, negotiated contracts, co-bundling of our products, co-marketing, and partnerships, dealt with Fortune 500 companies such as General Motors and Lucent Technologies, established accounting department, reviewed payroll, payroll taxes, accounts receivable, and payable, filed documents to incorporate, filed corporate taxes, supervision of sales and accounting department, conducted interviews, attended trade shows, recruited, hired, trained all team members on the company policies and products, assisted in producing internal policies and procedures manuals for various departments, provided employee contracts and implemented the benefits package, was the final decision on all customer service issues, and made recommendations for financial decisions made by the company

Davis Monk & Company, CPA, Gainesville, FL
Tax/Staff Accountant, January 1994 to March 1999

Extensive work performed on the following programs: Mas 90, Super Forms, Ultra Tax, Sax Tax, RIA, and ATB. Performance included personal and corporate returns, payroll taxes, financial statement preparations, cost accounting, governmental auditing, projections, compilations, and auditing of contamination assessments for the Auditor General of the State of Florida.

Ahrens Z Car Specialist, Inc., Gainesville, FL
Bookkeeper/Office Manager, April 1993 to March 1999

Position required scheduling of employees, maintaining cash disbursements, accounts receivable/payable, payroll, payroll taxes, maintaining inventory and general ledger, compiling and producing financial statements, and having a vast knowledge of every aspect of the business operations.

Burgess Sales and Service, Bardwell, KY
Bookkeeper/Office Manager, June 1989-1991

My position required special knowledge of tax reporting for diesel fuel. The following tasks were conducted: payroll, payroll taxes, accounts receivable/payable, federal and state taxes, and general operations of the business.

Education

Bachelor of Science in Accounting May 1998
Fisher School of Accounting
University of Florida, Gainesville, FL

CPA eligible

References available upon request: Dean Poole, CPA, Jay Hutto, CPA, Eddie Daniels, Assistance Vice President, Business services UF