



## **Résumé**

### **Nicole L. Edgecomb**

#### **Experience**

##### **Client Accountant**

Custom Management Group, 2005 to present

Oversee all aspects of financial management of association management company and its clients, including two international societies, three national societies and seven society chapters; Process all forms of payment for membership and associated benefits, including on-line internet payments, online credit card processing, checks and wire transfers; Generate monthly and annual financial reports for all clients and their chapters; Maintain and reconcile seventeen bank checking accounts, including two foreign currency accounts, five money market accounts, two bond and equity investment funds and two foreign currency CDs; Budget and account for grant income and expenses

##### **Assistant General Manager**

Edgecomb's Imported Auto Sales & Service, 1996 - 2005

Assist in oversight and control of all daily operations, policy implementation, advertising and promotions; Recruit, hire, motivate and retain employees by providing a high integrity, positive work environment resulting in excellent customer satisfaction; Educate customers on vehicle safety, maintenance and repair history, optional equipment and additional products available to determine appropriate vehicle for purchase with 99.9% satisfaction rate; Perform duties of Service, Sales and Bookkeeping Departments in the absence of key employees

##### ***Bookkeeping Manager***

Maintain and reconcile three bank accounts and line of credit, balance internal general ledger accounts, calculate payroll and deductions, including state and federal income taxes, retirement plan, pre-tax insurance plan and garnishment deductions; Prepare quarterly tax statements and returns, including state and federal income, SUTA and FUTA; Evaluate and secure insurance policies, including worker's compensation, liability, garage-keepers, property damage and group health; Reduce business expenditures by negotiating 75% reduction in waste removal fees, 20% reduction in company liability and garage policy costs, and 50% reduction in IT support services Produce end-of-month reports including cost of sales, inventory, payroll, attendance and profit and loss statements

### **Events Committee Chair/Community Ambassador (part-time)**

Community Meditation Center, 2004-2005

Solicit donations and major corporate sponsorships; Facilitate information exchange between committee members, organize meetings, manage all details of major fundraising event from flower arrangements to event execution

### **Community Fundraising, 1990 to present**

Solicited funds for AIDS Services Group, American Cancer Society, MS Society, Leukemia Society, Charlottesville Waldorf School and Community Mediation Center as a volunteer; Recruited and organized volunteers, distributed materials for publication, created target mailings for fund raising; Repeatedly lead event teams ranking in the top 20% of funds collected by team Captained team achieving ranking of 5<sup>th</sup> out of 18 teams in the Reading for the Blind and Dyslexic/Literacy Volunteers of Virginia Spelling Bee and Dee

### **Computer Skills**

Proficient in Peachtree Accounting, QuickBooks Accounting, Microsoft Office applications, Works applications, website maintenance, typing (50+wpm), accounting calculator and data entry; Significant secretarial, receptionist and office management experience including multi-line telephone systems; Familiar with current regulatory laws, including FMLA, wage, hours and overtime pay, OSHA, EPA and fire code; Experience includes multi-computer networks, including desktop, laptop and wireless internet; Experience with *iMIS 15* Association Management System.

### **Professional Training**

- Center for Non-Profit Excellence
  - The 990: Lessons from Year One, 2010
- Center for Non-Profit Excellence
  - Basic Non-Profit Financial Statements, 2007
- Piedmont Virginia Community College
  - QuickBooks for Non-Profit Organizations, 2007
- Fred Pryor
  - Advanced Excel, 2006