

# ELIZABETH HAYES

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## SUMMARY

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Extensive and diverse accounting experience in school district finance. Audit and financial statement preparation, budget work and the day to day accounting functions.

## EXPERIENCE

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- 2009 – Current
  - Accountant, Kenai Peninsula Borough School District
  - Comprehensive Annual Financial Reports
  - Budget
  - Projected enrollment
  - Oversee day to day accounting functions
  
- 2007 – 2009
  - Accounting Specialist II - Grants, Kenai Peninsula Borough School District
  - Grants budgeting
  - Grants reimbursement requests
  - Payroll Support – Substitutes, bus drivers and section 125 deductions
  
- 2006 – 2007
  - Accounting Specialist II - Medicaid/Payroll Support, Kenai Peninsula Borough School District
  - School Based Medicaid
  - Payroll Support – Substitutes, bus drivers and section 125 deductions
  
- 2001 – 2006
  - Accounting Specialist I - Accounts Payable Clerk, Kenai Peninsula Borough School District
  - Vendor Payments
  - Employee reimbursements
  - Petty Cash
  
- 2000 – 2001
  - Records Clerk - Connections, Kenai Peninsula Borough School District
  - Students records

## EDUCATION

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BBA – Business Administration, Concentration – Accounting, University of Alaska, Southeast

Degree expected December 2016

AAS – Accounting, University of Alaska, Anchorage

Soldotna High School