

CZARINA S. VOIVEDICH

Objective

To obtain a challenging position at a well-established organization, that will allow me to share my knowledge and effectively utilize my technical skills in financial data research and analysis, decision-making, and outcome accuracy.

Education

2005-2007 **Troy University** Troy, Alabama
Master in Business Administration-General Management

1996-2000 **Columban College** Olongapo, Philippines
Bachelor in Accounting

Work Experience

February 2024 ~ present **City of Kenai** Kenai, Alaska

Controller

Analyzes fiscal transactions to ensure conformity and compliance with GAAP, City ordinances, and State and Federal requirements. Manages and prepares journal entries and adjustments to the general and subsidiary accounting ledgers. Assists in closing the City's financial records at the end of the accounting period. Prepares account analysis, maintains accounting schedules, and reconciles month-end books to subsidiary ledgers. Directs employee payroll and benefits processing and ensures compliance with City ordinances and State and Federal requirements. Prepares, reconciles, and files payroll reports, W-2 forms and other related tax documentation. Files and monitors grant reports and reimbursements from State, Federal, and private sources. Prepares and enters accounting journal entries and budget revisions resulting from ordinances, resolutions, administrative transfers, and other transactions.

Apr 2015 ~ February 2024 **Denali Borough School District** Healy, Alaska

Business Manager

Supervises all the financial affairs of the school district, including handling, safekeeping, collection, and distribution of all funds, accounting, and reporting procedures. Responsible for accounting procedures to record the financial transactions of the school district in accordance with the State approved chart of accounts. Manages and prepares the draft annual budget, prepares finance committee information and reports, makes necessary budget revisions, and prepares the final budget for the School Board of Education's review and approval. Provides monthly financial reports to the Superintendent and the Board of Education, state and federal offices, and administrative personnel. Responsible for reconciling bank accounts in a timely manner. Administers all the coding and grant draft budgets/revisions, grant reporting, and reimbursement requests. Oversees payroll, employee benefits programs, health and life insurance, employees' assistance, and other benefits. Reviews job-related paperwork to ensure proper placement of employees in the school district and CBA salary schedules. Manages and reviews purchases of all supplies, materials, equipment, and services through procedures established by school district policies, administrative regulations, procedures, and practices. Manages all aspects of the school district's risk management programs and reports. Maintains an inventory of school district fixed assets and equipment. Works directly with the school district's

external auditors on annual audit of school funds and accounts.

Jun 2014 ~ Mar 2015 **Denali Borough School District** Healy, Alaska

Purchasing Administrative Assistant

Processes invoices, site purchase orders, reimbursement requests, per diem requests, and petty cash requests using the accounts payable system. Prepares accounts payable disbursement checks. Interacts with site personnel to verify receipts of goods and services that do not get processed through the District's shipping and receiving personnel. Processes direct payments for which no purchase order has been issued. Reconciles monthly statements from vendors and conducts research on invoices and receipts that have issues. Processes the account payable check runs and submits check reports to supervisor for review. Verifies correctness of checks issued with backup receipts and slips. Files monthly reconciled vouchers and invoices in the vendor files. Prepares month-end cash reconciliation reports.

Nov 2010 ~ Feb 2014 **Escambia County Tax Collector** Pensacola, Florida

Accountant I

Reconciles general ledger and subsidiary accounts and makes necessary corrected entries. Balances all Accounts Payable accounts daily within accounting system. Prepares and maintains financial records. Performs internal audits to each agency and analyses each record to determine accuracy. Provides suggestions to managers in resolving issues when discrepancies were found during the audit. Reviews invoices to ensure proper documentation and accuracy of input. Handles returned items, makes supporting entries, and submits forms to the State Attorney and State of Florida, if necessary. Prepares and processes payroll. Ensures all payments are submitted to payroll vendors in a timely manner. Processes disbursement of funds to individual agencies/vendors and government authorities. Prepares financial data and documentation for external audits. Provides monthly reports to other departments and agencies for budgetary and decision-making purposes. Completes and submits quarterly tax returns and unemployment compensation reports. Prepares W-2s, and other year-end reports of statistical data. Assisted with the implementation of new accounting software called MUNIS – Tyler Technology.

Certificates

Jun 2019 ~ Dec 2025 Certified Administrator of School Finance and Operation, ASBO International