

# ERICA GLOVER, CGFO

## OBJECTIVE

Secure a challenging career with a growth-oriented organization

## EDUCATION

**University of Mary Hardin-Baylor**  
Masters in Business Administration  
(Emphasis in Accounting)

2010 - 2012  
GPA 4.0

**University of Mary Hardin-Baylor**  
Bachelors in Accounting  
Bachelors in Finance  
Minor: Spanish  
2006 - 2010  
GPA 3.2

## SKILLS

- **Communication**
- **Honesty**
- **Teamwork**
- **Quickbooks Pro**
- **Microsoft Office**
  - **Word**
  - **Excel**
  - **Power Point**
  - **Outlook**
  - **Publisher**
- **Checkpoint**
- **Prosystems**
  - **Tax & Engagement**
- **Smartsheet**
- **Visual Lease**
- **Strong Work Ethic**
- **Initiative**
- **Organization**
- **CentralSquare**
- **BASE**
- **RecTrac**
- **EventPro**
- **GolfNow**
- **Questys**
- **IBM Cognos**
- **FASTER**
- **Fleetnet**
- **Fuelmaster**
- **MBudget**
- **Open Gov**
- **InDesign**

## ACTIVITIES & AWARDS

- Government Financial Officers Association member
- Family Promise of EBC President 2014-2017
- Family Promise of EBC Board Member 2013-2014
- Graduate Student Association President 2012
- Graduate Student Association VP 2010-2011
- Study Abroad in Mexico and Europe

## EXPERIENCE

### FINANCIAL ANALYST

City of Temple, Texas | 2020 - Present

- Assist departments to analyze and submit new budgets
- Analyze and review current budgets for overages
- Implementing lease software for GASB 87
- Review and process agenda items, contract payments, and change orders for capital projects:
- Administer financial aspects of TxDOT grants and Community Development Block Grant (CDBG)
- Review the SEFA and all grant fund balancing schedules.
- Prepare the statistical section of the Annual Report
- Assist with the preparation of the budget document including financial, graphic design, and narrative
- Review and prepare annual carry-forward items
- Serve as backup for Treasury & Debt Division Director, Budget Division Director, and Accountant

### SENIOR ACCOUNTANT

City of Temple, Texas | 2016 - 2020

- Reviewed and processed agenda items, contract payments, and change orders for capital projects:
- Maintained all aspects of grants obtained including:
  - Agenda items
  - Reimbursement requests
  - Single audit schedules
  - Schedule of Expenditures of Federal & State Awards
- Processed weekly Fleet billings/import from FASTER
- Balanced and analyzed fuel usage monthly
- Prepared billings to a sister city related to a shared wastewater treatment plant
- Reviewed and prepared annual carry-forward items
- Served as backup for Treasury and Grants Manager, Director of Budget, Financial Analyst, and Accountant

### ACCOUNTANT

City of Temple, Texas | 2013 - 2016

- Performed daily and monthly monetary balancing, inventory balancing and quarterly analysis for the Airport and the Parks Departments
- Performed monthly accrual process and intermittent inter-city payments for the Parks Department
- Maintained city-wide fixed assets and depreciation
- Balanced and analyzed city-wide electricity costs
- Audited city-wide cash drawers and petty cash boxes
- Processed annual 1099s
- Served as backup for Treasury and Grants Manager and Senior Accountant

### STAFF ASSISTANT - AUDIT & TAX

Lott, Vernon & Company | 2011 - 2013

- Prepared federal and state income taxes
- Performed audits (non-profits, land exchanges, school districts, and cities)
- Assisted in audit test work and report preparation
- Prepared financial statements
- Served as client contact