

TRACI BROWN CASH, CPA, LLC

2813 Crawfordville Hwy ■ Crawfordville, FL 32327 ■ Phone: 850-926-7600 ■ Email: tcashcpa@embarqmail.com

Accounting Manager / Sr. Accountant / Tax Accountant

Dedicated CPA with ten years of experience in public accounting, tax preparation, developing and implementing financial systems, strategies, processes and controls. Expert in establishing accounting functions, systems and best practices; cost-reduction, automation and tax strategies. Computer skills include proficiency in Excel, Peachtree, QuickBooks, Intuit Pro-Series and MS Office.

Education

Certified Public Accountant, State of Florida 3/1998

FLORIDA STATE UNIVERSITY — TALLAHASSEE, FL

Bachelor of Science in Finance 5/1996

Bachelor of Science in Accounting, 5/1996

MEMBERSHIPS- Community Board of Directors, Capital City Bank ~ Member, Florida Institute of CPAs ~

Member, Wakulla County Chamber of Commerce ~ Former member Wakulla County Sales Tax Commission ~ Former alternate member Wakulla County Planning Commission

Experience

TRACI B. CASH, CPA LLC — CRAWFORDVILLE, FL

SENIOR ACCOUNTANT AND OWNER, 1/1999 to Present

Responsible for managing and growing a public accounting firm. Prepare business and individual income tax returns, oversee financial analysis, participate in financial audits, G/L, A/R, A/P and fixed-asset accounting in accordance with GAAP standards. Develop and manage external financial relationships (e.g., banks, insurers, auditors) and constantly look for ways to strengthen overall financial performance of clients. Currently serving a number of small to medium size business clients, as well as state wide associations and professional firms.

LARRY J. OVERTON & ASSOCIATES INC — TALLAHASSEE, FL

OFFICE MANAGER, 9/1988 TO 12/1998

Served as internal accountant responsible for accounts payable, accounts receivable, processed monthly accruals; prepared checks, and reconciled bank statements. Scheduled meetings with state agency heads, legislators, and executive level staff for high profile lobbyist. Managed client accounts and assumed responsibility for all areas of office administration.

SENATE PRESIDENT'S OFFICE, FLORIDA SENATE — TALLAHASSEE, FL

STAFF ASSISTANT, 2/1988 TO 5/1988

Assisted Senate legal counsel in researching bill history prior to posting committee assignments. Developed proficiency for bill drafting software and transferred to Senate Elections Committee to assist committee secretary and staff analysts during the legislative session.

ACADEMY OF FLORIDA TRIAL LAWYERS — TALLAHASSEE, FL

EXECUTIVE ASSISTANT, 2/1985 TO 5/1988

Worked with executive director of state wide association of trial lawyers in scheduling meetings and appointments with key government leaders, members of the press corp, and business colleagues. Aided in networking and building alliances with social and professional organizations. Tracked and monitored legislation of interest and attended legislative meetings. Served as liaison to Board of Directors, planned and attended board meetings and retreats, prepared agendas and official minutes.

FLORIDA HEALTH CARE ASSOCIATION — TALLAHASSEE, FL

ADMINISTRATIVE ASSISTANT, 3/1983 TO 1/1985

Worked with communications director in layout and production of monthly newsletter, assisted in meeting planning activities and served as liaison for exhibitors during annual conference. Implemented computerization of office information system, maintained member data base, prepared annual dues billings and assisted with production of annual membership directory.