

## **LSCPA Curriculum Vitae**

Tamalla Dayan Jones

### **EDUCATIONAL BACKGROUND**

1. Bachelors of Science, McNeese State University, 05/2005, Accounting
2. Masters Business Administration, University of Phoenix, 06/2008, Business
3. Post Graduate Studies, Keller Graduate School of Mgmt., 05/2013, Accounting

### **POSITIONS IN HIGHER EDUCATION**

#### **1. 2017-Present, Accounting Instructor I, Lamar Institute of Technology**

Used cooperative learning techniques and provided individual instruction to meet the needs of students with different learning styles. Prepared, administered, and graded assignments and examinations in a timely manner to inform students about their progress. Prepare and distribute the course syllabus which inform students about course requirements, grading requirements, testing assignments, absence policy, and other pertinent information for each course assigned. Developed the students' communication and thinking skills by changing instructional methods and strategies to meet diverse student needs.

#### **2. 2014-Present, Accounting Instructor I, Lamar State College Port Arthur**

Prepare, administer, and grade assignments and examinations in a timely manner to inform students about their progress. Employed available instructional technology, i.e. the internet, and interactive technology. Post and maintain regular office hours to ensure accessibility to students for advisement and consultation. Developed the student's communication skills and higher order thinking skills by modifying where appropriate, instructional methods and strategies to meet diverse student needs. Assist in revising curriculum and updating program/courses and instructional materials.

#### **3. 2008-2018, Accounting Instructor, Sowela Technical Community College**

Utilized cooperative learning techniques and provided individual instruction to meet the needs of students with diverse learning styles. Implements a positive discipline plan which promotes student responsibility, problem solving skills, and student accountability. Prepared objectives and outlines for courses of study and assisted in developing curriculum. Counseled students when adjustment and academic problems arose. Assess student performance through student- teacher conferences, peer evaluation, and student portfolios.

#### **4. 2006-2010, Assist. Director of Finance, Sowela Technical Community College**

Assist with the preparation of revenue and expenditure analysis reports, annual budget request, cost allocation reporting and the annual financial report.

Responsible for the coordination of internal/external audits related to business Office Operations and prepared necessary documentation to meet compliance audit standards. Supervise a Staff of four which includes two Procurement Specialist, and two Accounting Specialist. Facilitate monthly departmental meetings, opening lines of communication and promoting improved fiscal responsibilities within the department. Provide improved controls for Internal Operations by implementing a Standard Set of Procedures Manual. Pilot a New Student Deferment Plan to track lost tuition revenue valued in excess of \$75 thousand per semester. Reconcile the Accounts Receivable Account saving over \$300 thousand in unaccounted transaction.

#### **ADDITIONAL RELATED EXPERIENCE**

##### **1. 2010-2014, Senior Accountant, J Walker & Company**

Perform outside audits consisting of regular full scope audits, compilations, reviews, and write-up services. Planned, organized, and administered audits of client companies including preparation of financial statements, preparation of income tax returns (individual/corporate), preparation of payroll taxes and sales taxes, and evaluation of accounting systems and internal controls and recommendation of procedural improvements to management. Companies audited included corporations and partnerships in construction industries, and nonprofits mainly in Religious establishments and Foundations. Provide consultation services to several emerging businesses which included selection of an accounting system, filing of registration statements with state and federal governments, and development of internal control procedures and administrative policies.

##### **2. 2005-2006, Staff Accountant I, City of Lake Charles**

Handled daily bank deposits and all accounting functions for funds up to \$40M annually. Prepared, reviewed, and processed GL, grants management, cash and revenue management, funds disbursement, payroll, AR, AP, Sales Tax, and fixed asset management. Managed over 10 Federal Grants working directly with the Chief Financial Officer. Assisted in the preparation of the Annual Audit by identifying and correcting over 15 major accounting errors. Reviewed, advised, and implemented modifications to the accounting systems, to maximize productivity reporting and internal controls regarding Travel Procedures, Invoicing, and Check Processing.

### **PROFESSIONAL AFFILIATIONS**

1. 2014-2018, Texas Community College Teachers Association
2. 2016-2018, Texas Society of Certified Public Accountants
3. 2016-2018, American Institute of Certified Public Accountants

### **PROFESSIONAL DEVELOPMENT**

1. 2018-2019, Certified Online Instructor, Sam Houston State University

### **LSCPA CAMPUS EXPERIENCE (leave blank if new to LSCPA)**

1. 2014-2018, Sponsor for Student Accounting Society
2. 2018-2019, Member, Scholarship Committee