

SPENCER H. MAYNARD

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OBJECTIVE

To procure part time employment for the holiday season

EXPERIENCE

U.S. DEPARTMENT OF COMMERCE

Census Worker, April 2010 to June 2010.

Non Response Follow UP (Commonly referred to as Census Taker)

Traveled to assigned homes in an attempt to complete Census Reports which were not completed in the original mailing from the Census Bureau.

CARPIONATO PROPERTIES, INC., JOHNSTON, R.I.

Corporate Controller, August 1987 to April 2006.

Reorganized the Accounting Department by maximizing use of the Wang VS mini computer. Created and enhanced the use of accounting schedules with the introduction of Personal Computers. Converted mini computer system to Personal Computer Network in 1998. Responsible for installing T-1 telecommunication lines for telephone system and access to E-mail and INTERNET for complete corporate office in 2001. Responsible for cash management. Supervise staff of eleven relating to general accounting, credit, property management, data processing, personnel, and purchasing. Created and implemented procedures to coordinate internal control functions. Maintain and audit twenty five computerized general ledgers. Supervise the timely reporting of results from operations of subsidized housing projects to government agencies.

THE CONGDON AND CARPENTER COMPANY, SEEKONK, MA.

Chief Financial Officer, January 1986 to August 1987

Directed all activities to provide financial records and managerial information to all departments. Supervised activities related to banking, credit, taxes, and insurance. Reviewed the cash position for maintenance of adequate finances to meet outstanding and planned commitments, including borrowing needs and investment possibilities. Immediate contact with independent auditors regarding accounting and tax matters.

Assistant Treasurer, April 1980 to January 1986

Responsible for all accounting records and preparation of financial statements, management reports, and taxes. Maintain custody of all cash funds, securities, and other financial assets. Supervise preparation of payrolls. Maintained contacts with taxing authorities. Prepared operating and capital budgets. Developed and pursued ideas for improved systems and procedures.

Office/Credit/Data Processing Manager, April 1972 to April 1980

Supervised staff of three departments. Responsible for all credit functions such as opening new accounts, established credit limits, monitored existing accounts, and procured payment of delinquent balances. Programmed and developed systems for the IBM System 36 computer.

C. I. HAYES INC., CRANSTON, RI

Cost Accountant, January 1970 to April 1972

Inventory Controller, June 1966 to January 1970

Inventory Clerk, June 1965 to June 1966

Assembly Worker and Spray Painter, December 1964 to June 1965

UNITED STATES MARINE CORPS
Radar Technician, August 1960 to August 1964
Honorably discharged with rank of Corporal (E-4)

EDUCATION

BRYANT UNIVERSITY

Masters of Business Administration, Accounting, 1979

Graduated with honors. Cumulative average 3.83. Listed in Who's Who in American Colleges and Universities.

UNIVERSITY OF RHODE ISLAND (EVENING DIVISION)

Bachelor of Science, Business Administration, 1972

Graduated Cum Laude. Cumulative average 3.33. Treasurer of Student Committee.

SKILLS

PERSONAL COMPUTER LITERATE.

- WordPerfect
- Quattro Pro
- Turbo tax
- Quicken