

Karen R. Mattison, CPA

Clinton, South Carolina
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EDUCATION

Auburn University, Auburn, Alabama
Master of Accountancy, May 2011

Clemson University, Clemson, South Carolina
Bachelor of Science in Accounting, Cum Laude, August 1984
Phi Kappa Phi, Academic Honor Society
Beta Alpha Psi, Financial Honor Society
Beta Gamma Sigma, Business Honor Society

Completed the AACSB Professionally Qualified Bridge Program, May 2011

CERTIFICATION

Certified Public Accountant, South Carolina, 1986
Passed CPA examination on first sitting

TEACHING EXPERIENCE

- Spring 2011 Supervised Accounting Student Internship in Business Office
- Spring 2010 Supervised Accounting Student Internship in Business Office
- Fall 2009 Intermediate Accounting I, Adjunct Professor, Presbyterian College
Accounting Information Systems, Adjunct Professor, Presbyterian College
- Spring 2009 Intermediate Accounting II, Adjunct Professor, Presbyterian College
Accounting Information Systems, Adjunct Professor, Presbyterian College
Auditing, Adjunct Professor, Presbyterian College
- Fall 2008 Intermediate Accounting I, Adjunct Professor, Presbyterian College
Supervised Accounting Student Internship in Business Office

PROFESSIONAL EXPERIENCE

Controller, Presbyterian College, Clinton, SC 2007 - Present

Supervise staff of five. Coordinate annual audit and prepare annual financial statements and College tax returns. Coordinate tax reporting for international students. Oversee student billing. Maintain fixed asset system. Continued previous responsibilities.

Assistant Controller, Presbyterian College, Clinton, SC 2000 - 2006

Resolve payroll accounting issues. Train and oversee accounts payable accountant. Enter and reconcile gifts from Raiser's Edge fundraising system to Banner accounting system. Prepare analytical reports as needed. Designed process for preparing monthly interim financial statements that reconcile to monthly executive financial reports. Continued previous responsibilities and added increased responsibilities within finance department in areas of accounts payable and payroll. During May to October 2001, served as Interim Controller. Closed prior fiscal year and opened new fiscal year. Prepared financial statements. Worked to improve staff teamwork.

Accountant, Presbyterian College, Clinton, SC 1995 - 2000

Performed various roles within college's financial department on a part-time basis including reconciling bank statements, assembling year-end information for auditors, assisting in preparation of the college's tax forms 990, 990T as well as NCAA's Title IX survey. Also, worked with trusts and entering foundation information into Banner accounting system.

Staff Accountant, Hyland, Ruddy and Garbett CPAs, Mt. Pleasant, SC 1993 - 1994

Part-time staff accountant performing compilations of financial statements; corporate, partnership, and individual tax preparation; and general bookkeeping.

Self-employed, Karen R. Mattison, CPA, Mt. Pleasant, SC 1990 - 1993

Bookkeeping and income tax preparation for businesses and individuals. Payroll tax preparation including quarterly and annual reports.

Staff Accountant, McKnight, Frampton and Co., P.A., Charleston, SC 1984 - 1990

Audits and compilations of non-profit and private corporations. Corporate, partnership and individual tax preparation. General bookkeeping.

PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants 1986 - Present

South Carolina Association of Certified Public Accountants (SCACPA) 1986 - Present

American Accounting Association 2010 - Present

COMPUTER SKILLS

SunGard Higher Education Banner applications – Finance, Accounts Receivable and Human Resources modules

Microsoft Office applications – Word, Excel, Access, PowerPoint

Crystal Reports

Raiser's Edge donor system

RELATED CONFERENCES ATTENDED

American Accounting Association

2010 Southeast Region Meeting

Conference on Teaching and Learning in Accounting courses

Completed the College Business Management Institute, a three-year summer program

The Southern Association of College and University Business Officers (SACUBO), August 2007