



Recruiting

Search for actions or people



PAIGE SHOEMAKER (00899502)

Job Requisitions Preferences

COMMISSIONER OF FINANCIAL REGULATION - 43004009

(37902)View Details

Job Postings (1)

Status : Open

Hiring Manager : SHERRI BRALEY
Age : 0d

Talent Pipeline Hide Talent Pipeline

View active candidates (16)

View all candidates (17)

Forwarded 0	Invited To Apply 0	New 16	Review 0	1st interview 0	2nd Interview 0	Offer 0	Ready to Hire 0	
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Candidates :View all candidates (7)

Action 0 Selected

Filter Options

Enter Applicant Name

- Name
- Linda Charity
- Lonnie Salimone
- Rene Lee
- Richard Burns
- Richard Stone
- Scott Williams
- Terrica Coleman

Terrica Coleman (External Candidate)

8502121096 Janeal.coleman@gmail.com Cover Letter Resume

Application

Status: Automatic Disqualified

Country: United States

Attachments to be Included In all Job Submissions: Submission Attachments 1 attached

Attachments Added After Submission: Submission Attachments 0 attached

Vacancy Source: People First

Relatives: To your knowledge, do you have any relatives working in this agency? No

Right To First Interview: Not Applicable
If you responded yes to the above statement, attach a copy of your official layoff le vacancy.

Veteran Status: None of the Above

ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING? No

HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING? No

People First Initial VP Review: No Selection

People First Eligible VP Category (if different): No Selection

Agency Final VP Eligibility Review: No Selection

Agency Final VP Category Determination: No Selection

Background Information

A "yes" answer to these questions will not automatically bar you from employment severity, and date of the offense in relation to the position you are applying are cor

Have you ever been convicted of a felony or No

a first degree misdemeanor ?

If yes, what were the charges ?

Where ? (City/State)

Date

Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ? No

If yes, what were the charges ?

Where ? (City/State)

Date

Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ? No

If yes, what were the charges ?

Where ? (City/State)

Date

Signature

I am aware that any omissions, falsifications, misstatements, or misrepresentation: employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information regarding my employment history, and fitness for employment by employers, schools, law enforcement individuals and organizations to investigators, human resources staff, and other authorized individuals for employment purposes. The consent shall continue to be effective if I am hired. I understand that applications submitted for state employment are public records. I am completing this application in full, complete, and made in good faith.

If applicable, Complete Qualifying Questions prior to submitting your application.

By checking this box, I certify that I have read and agree with these statements Yes

Interview Result
overdueInterviews

Screening Details

In the State of Florida application you indicated that you are legally authorized to work in the United States, Are you one of the following: Citizen or National of the United States; Lawful Permanent Resident; Refugee; Asylee, or Temporary Resident (does not include non-immigrant visas such as F-1, J-1, H-1, etc.)? Yes

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? Yes

Do you have at least five (5) years of responsible employment? No

private sector experience working fulltime in areas within the subject matter jurisdiction of the Office of Financial Regulation within the previous ten (10) years?

If you answered "yes" to the previous question, please elaborate on your experience. If no, please respond N/A. N/a

Do you have at least five (5) years of experience as a senior examiner or other senior employee of a state or federal agency having regulatory responsibility over financial institutions, finance companies, or securities companies within the previous ten (10) years? No

If you answered "yes" to the previous question, please elaborate on your experience. If no, please respond N/A. N/a

▼ Periods of Employment

State Board of Administration, Accounting

Accountant

▼ Details

Name of Employer* State Board of Administration, Accounting

Your Job Title* Accountant

Currently Employed* Yes

Start Date* 08/01/2015

End Date* MM/DD/YYYY

Hours Per Week* 40

Employer's Address Tallahassee, FL

Supervisor's Name

Supervisor's Phone Number

Duties and Responsibilities* * Screen class action cases to determine if a loss was incurred by the SBA in BN* commitment amounts for funds in Backstop. * Report a class action case count to Reconcile the bank in SBA'S Star to BNY Mellon. * Enter capital calls and distribut Prepare Posting Instructions for Fee Memos. * Post reclass distributions for accou from BNYM. * Prepare cash reconciliations daily.

Reason For Leaving* Still there

Your name, if different during employment

State Board of Administration, Travel

Prepay Auditor/Senior Travel Analyst III

▼ Details

Name of Employer* State Board of Administration, Travel

Your Job Title* Prepay Auditor/Senior Travel Analyst III

Currently Employed* No

Start Date* 05/01/2015

End Date* 08/31/2017

Hours Per Week* 40

Employer's Address Tallahassee, FL

Supervisor's Name

Supervisor's Phone Number

Duties and Responsibilities*

* Designed and maintained a Benchmark Log to measure call and email activity in areas of improvement for training employees. * Created spreadsheets that show department for accumulated points to obtain free airline tickets * Ran Budget Checks to verify that departments' budgets had sufficient funds for expenses * Advised on the planning and promotion of new strategies for changes in policies * Conducted per affected SBA staff regarding all travel guidelines and procedures * Ran queries to Transactions that should have been placed on an Expense Report * Collaborated regarding travel expenses incurred versus the respective budgets * Interacted with agencies and organizations regarding their travel policies or issues * Optimized travel for travelers to utilize the most effective and efficient options * Updated the Travel Matrix to include changes in statutes, rules, and regulations * Established standard reports would include travel by their reports * Prepared weekly KPI (Key Performance Indicators) for dollars spent on travel. * Handled extraordinary situations requiring independent judgment. * Facilitated continuous process improvement within the PS Travel and Expense system by functions and matched proper expenses to the appropriate fiscal year * Managed processes in PeopleSoft Financials * Conducted periodic reviews with departmental travel * Communicated with travelers when required to address parameters of a trip and ensured that the proper accounting codes were used * Monitored spending to ensure it could be reduced * Prepared performance data to assist management in reviewing travel expense reports for compliance with the SBA travel policy * Researched current knowledge of travel issues and resources * Monitored statuses and CFO reports for travel policies * Supervised the Travel Services Analyst II and OPS travel student with SBA departments and travelers * Advised travelers regarding industry scheduled activities of the centralized travel unit

Reason For Leaving*

Still there

Your name, if different during employment

Florida State University, Research Foundation

Accounting Representative

[Details](#)

Name of Employer*

Florida State University, Research Foundation

Your Job Title*

Accounting Representative

Currently Employed*

No

Start Date*

07/01/2013

End Date*

05/01/2015

Hours Per Week*

40

Employer's Address

Tallahassee, FL

Supervisor's Name

Supervisor's Phone Number

Duties and Responsibilities*

* Confirmed that adequate documentation has been included as well as assigning vendor addresses, and assigning proper GL account codes to the disbursement * Served as Accounts Receivable Accountant in his absence; duties include preparing Daily Reconciliation of the General Ledger with Bank of America to Financial Edge System * Served as the VP of Research and the CFO, monitored PCard accounts, and produced Financial Statements for Bank of America * Recorded investments transactions (investments and divestments) and statements from the SBA. * Engaged in data entry of Payment Requests * Performed requests for certain designated accounts confirming compliance with the FSURF * Communicated with vendors, students, staff, and state agencies to resolve problem transactions * Prepared monthly Property and Computer reports for Financial Edge System * Reconciled Legal Fees invoices to avoid duplicate payment cycles. * Safeguarded assets by scanning in taggable property once a year for the Supervised OPS employees and ensured that W-9's and W-8 were scanned in with up on outstanding checks to ensure that the time frame did not exceed five years checks as Abandoned Property to the State of Florida after five years * Initiated disbursement of Bank of America online to pay vendors * Prepared monthly sales tax reports payable Revenue * Reconciled and prepared status reports for travel and other advances mailing, and distribution of checks to vendors * Prepared daily remote cash deposits * Reconciled Legal Fees invoices into the DEALS database. * Prepared quarterly STAR METR

Reason For Leaving*

Better opportunities

Your name, if different during employment

Florida State University, Psychology

Accounting Associate

[Details](#)

H & R Block

Client Service Professional/Tax Professional Trainee

> Details

State of Florida

Accountant's Assistant/ OPS Records Technician

> Details

∨ **Formal Education**

Walden University

Online

∨ Details

Name of School*	Walden University
Location*	Online
Start Date*	05/01/2017
End Date	05/31/2019
Course of Study	Doctorate in Business Administration
Degree Earned (transcripts may be required)*	Doctorate
Credit Hours – Quarter	
Credit Hours – Semester	

DeVry University

Online

∨ Details

Name of School*	DeVry University
Location*	Online
Start Date*	07/01/2014
End Date	02/29/2016
Course of Study	Master's in Accounting; CPA eligible
Degree Earned (transcripts may be required)*	Masters
Credit Hours – Quarter	
Credit Hours – Semester	

Florida State University

Tallahassee

∨ Details

Name of School*	Florida State University
Location*	Tallahassee
Start Date*	06/01/2009
End Date	04/30/2012
Course of Study	Bachelor's in Finance
Degree Earned (transcripts may be required)*	Bachelors
Credit Hours – Quarter	
Credit Hours – Semester	

Tallahassee Community College

Tallahassee

∨ Details

Name of School*	Tallahassee Community College
Location*	Tallahassee
Start Date*	08/01/2006
End Date	05/31/2009
Course of Study	Associate's in Accounting

Degree Earned Associates
(transcripts may be required)
Credit Hours – Quarter
Credit Hours – Semester

▼ **Language Skills**

There are no items in this section.

▼ **License, Registration or Certification**

There are no items in this section.

▼ **Job-Related Training or Course Work**

There are no items in this section.

▼ **Knowledge, Skills and Abilities**

There are no items in this section.

Items per page : 10 ▼

Page 2 of 2

Terrica J. Coleman

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- | | |
|---------------------------------|---|
| ❖ GAAP | ❖ Microsoft Office Suite (Excel) |
| ❖ OMNI/NOLIJ/OHI | ❖ MS DOS Database |
| ❖ BNY Mellon | ❖ DRAKE Tax Software |
| ❖ BACKSTOP | ❖ PeopleSoft/Kronos |
| ❖ EAGLE/STAR | ❖ Financial Edge Accounting System
(Blackbaud) |
| ❖ QuickBooks Accountant Edition | ❖ Florida Statute 112.061 |
| ❖ Appointment Manager software | |
| ❖ SharePoint (WorkSmart) | |
-

Career Summary

State Board of Administration, Accounting, Tallahassee, FL
Accountant

08/2015-Present

- ❖ Screen class action cases to determine if a loss was incurred by the SBA in BNY Mellon.
- ❖ Update unfunded commitment amounts for funds in Backstop.
- ❖ Report a class action case count to the Accounting Director.
- ❖ Reconcile the bank in SBA'S Star to BNY Mellon.
- ❖ Enter capital calls and distributions into Backstop.
- ❖ Prepare Posting Instructions for Fee Memos.
- ❖ Post reclass distributions for accounts.
- ❖ Download transactions from BNYM.
- ❖ Prepare cash reconciliations daily.

State Board of Administration, Travel, Tallahassee, FL
Prepay Auditor/Senior Travel Analyst III

05/2015-08/2017

- ❖ Designed and maintained a Benchmark Log to measure call and email activity into the Department to monitor areas of improvement for training employees.
- ❖ Created spreadsheets that showed a break down by department for accumulated points to obtain free airline tickets
- ❖ Ran Budget Checks on Expense Reports to verify that departments' budgets had sufficient funds for expenses
- ❖ Advised on the benefits of long range planning and promotion of new strategies for changes in policies
- ❖ Conducted periodic update sessions for affected SBA staff regarding all travel guidelines and procedures
- ❖ Ran queries to pull in Outstanding Wallet Transactions that should have been placed on an Expense Report
- ❖ Collaborated with the budget manager regarding travel expenses incurred versus the respective budgets

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- ❖ Interacted with other governmental agencies and organizations regarding their travel policies or issues
- ❖ Optimized travel plans by working with travelers to utilize the most effective and efficient options
- ❖ Updated the Travel Manual and Travel Policy to include changes in statutes, rules, and regulations
- ❖ Established standard reports for department heads which would include travel by their reports
- ❖ Prepared weekly KPI (Key Performance Indicator) reports to report dollars spent on travel.
- ❖ Handled extraordinary situations requiring independent judgment and/or discretion
- ❖ Facilitated continuous process improvement within the PS Travel and Expense system
- ❖ Organized fiscal functions and matched proper expenses to the appropriate fiscal year
- ❖ Managed the review of internal travel processes in PeopleSoft Financials
- ❖ Conducted periodic reviews with department heads regarding their staffs' travel
- ❖ Communicated with travelers when required to address parameters of a trip
- ❖ Audited expense reports and ensured that the proper accounting codes were used
- ❖ Monitored spending on specific accounts to see if spending could be reduced
- ❖ Prepared performance data to assist management for necessary adjustments
- ❖ Reviewed travel expense reports for compliance with the SBA travel policy
- ❖ Researched and maintained current knowledge of travel issues and resources
- ❖ Monitored statuses and CFO guidelines for changes in travel policies
- ❖ Supervised the Travel Services Analyst II and OPS travel student
- ❖ Served as travel liaison with SBA departments and travelers
- ❖ Advised travelers regarding industry scheduling issues
- ❖ Oversaw the activities of the centralized travel unit

Florida State University, Research Foundation, Tallahassee, FL

07/2013-05/2015

Accounting Representative

- ❖ Confirmed that adequate documentation has been included as well as assigning vendor numbers, verifying vendor addresses, and assigning proper GL account codes to the disbursement

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- ❖ Served as back-up to the Accounts Receivable Accountant in his absence; duties include preparing Daily Reconciliation spreadsheet to balance the General Ledger with Bank of America to Financial Edge System
- ❖ Served as PCard Administrator for the VP of Research and the CFO, monitored PCard accounts, and produced PCard reports from Bank of America
- ❖ Recorded investments transactions (investments and divestments) and reviewed investment statements from the SBA.
- ❖ Engaged in data entry of Payment Requests
- ❖ Performed pre-audit of payment requests for certain designated accounts confirming compliance with the FSURF policies and procedures
- ❖ Communicated with vendors, students, staff, and state agencies to resolve problems pertaining to Research Foundation transactions
- ❖ Prepared monthly Property and Computer reports for FSU Property and Information Technology services
- ❖ Reconciled Legal Fees invoices to avoid duplicate payments due to different accounting cycles.
- ❖ Safeguarded assets by scanning in taggable property once a year for the Inventory Report.
- ❖ Supervised OPS employees and ensured that W-9's and W-8 were scanned in with proper vendors
- ❖ Followed up on outstanding checks to ensure that the time frame did not exceed five years
- ❖ Reported outstanding checks as Abandoned Property to the State of Florida after five years
- ❖ Initiated domestic and foreign wires in Bank of America online to pay vendors
- ❖ Prepared monthly sales tax reports payable to Florida Department of Revenue
- ❖ Reconciled and prepared status reports for travel and other advances
- ❖ Satisfied the printing, mailing, and distribution of checks to vendors
- ❖ Prepared daily remote cash deposits as needed
- ❖ Entered Legal Fees invoices into the DEALS database.
- ❖ Prepared quarterly STAR METRICS reports

Florida State University, Psychology, Tallahassee, FL

08/2012-07/2013

Accounting Associate

- ❖ Prepared Payment Request forms to issue payment to third parties such as catering companies serving food for events, companies allowing us to rent out their building, and renewing memberships.
- ❖ Prepared Disbursement Request forms to reimburse employees for Out-of-Pocket expenses used for receptions, colloquiums, meetings, etc.
- ❖ Prepared monthly ledgers for three auxiliary budgets as well as for the departmental and CarryForward budget
- ❖ Monitored Professors' funds closely to ensure that amount allocated did not become insufficient
- ❖ Updated appointments as needed and allocated fringe benefits to employees in spreadsheet
- ❖ Served as a Proxy to seven Pcard (Purchasing card) holders for the department
- ❖ Applied Generally Accepted Accounting Principles
- ❖ Managed endowed and non-endowed funds deposited to Foundation accounts
- ❖ Prepared Cost Center Reports bi-weekly for payroll

H & R Block, Tallahassee, FL

01/2011 - 04/2011

Client Service Professional/Tax Professional Trainee (seasonal)

- ❖ Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new clients
- ❖ Performed secretarial duties, such as- scheduling meetings, setting appointments, filing, faxing, and mailing
- ❖ Processed cash transactions and engaged in marketing for potential clients
- ❖ Handled delicate situations such as customer complaints
- ❖ Answered, screened, and directed inbound phone calls
- ❖ Entrusted to manage office in the supervisor's absence
- ❖ Screened tax documents for potential errors
- ❖ Shadowed Tax Professionals

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State of Florida, Tallahassee, FL

03/2008 - 04/2009

Accountant's Assistant/ OPS Records Technician (temporary)

- ❖ Received and assisted guests and escorted them to correct destinations, offices, or meeting rooms
- ❖ Handled multifaceted clerical tasks- data entry, filing, records management and billing
- ❖ Assisted accountants with coding and "My Safe Florida Home" Vouchers
- ❖ Received and sorted email and electronic deliveries
- ❖ Shadowed accountants

Education

Doctorate in Business Administration ~May 2019~Walden University

Master's in Accounting ~ February 2016 ~ DeVry University *CPA eligible*

Bachelor's in Finance ~April 2012 ~ Florida State University

Associate's in Accounting ~ May 2009 ~ Tallahassee Community College

~REFERENCES provided upon request~