



cultural resource analysts, inc

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| RaSonda D. Smith, BA  |  | Chief Financial Officer   |  |
|---|--|---|--|
| <b>Availability:</b> Immediate<br><b>Email:</b> rsmith@crai-ky.com  | <b>Specific Duties:</b> <ul style="list-style-type: none"> <li>Manages day to day financial and accounting operations</li> </ul> | <b>Education and Training:</b> <ul style="list-style-type: none"> <li>B. B. A. accounting, Eastern Kentucky University, Richmond, Kentucky</li> </ul> |  |
| Experience Summary Information  |  |   |  |
| <b>Chief Financial Officer</b><br>Cultural Resource Analysts, Inc.<br>1998 - present  | <b>Accountant</b><br>Ramcell Corporate<br>1997 - 1998  | <b>Admitting/Billing Specialist</b><br>St. Joseph Hospital<br>1994 - 1997   |  |
| <p><b>Ms. Smith</b> is responsible for managing the day to day financial operations of Cultural Resource Analysts, Inc.</p> <p>Ms. Smith has 16 years experience in Finance &amp; Accounting. She has been employed with Cultural Resource Analysts, Inc. since 1998. Prior to working with Cultural Resource Analysts, Inc. she worked in the communications, equine and medical industries.</p> <p>As Chief Financial Officer of Cultural Resource Analysts, Inc. Ms. Smith manages funds of approximately \$7 million annually. Accountability extends to financial statements, profit/cash flow analysis, and management of company assets.</p> <p>Hire and supervise accounting staff. As management team member, participates in strategic planning, including expense forecasting, tax planning and cash management</p> <p>Responsible for ensuring financial controls are implemented and followed. .</p> <p>Administrates payroll for approximately 100 to 200 employees annually performing all related payroll tax returns and multi state filings for Kentucky, West Virginia, Colorado, Illinois, Indiana, Pennsylvania, Wisconsin, Ohio, Missouri, Wyoming and Michigan as well as Federal and local filings.</p> <p>Oversees reporting for retirement plan assets of approximately \$2.8 million.</p> <p>Works to keep in compliance with various state and federal agencies.</p> <p><b>Additional Training:</b></p> <p>Adult CPR, First Aid and Bloodborne Pathogen;<br/>           Finance: the Basics (8 hours);</p> <ul style="list-style-type: none"> <li>How to Detect Fraud (8 hours);</li> </ul> |  |   |  |