



cultural resource analysts, inc

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Tamera Nolen, BS BA		Chief Financial Officer	
Email: tnolen@crai-ky.com	Specific Duties: <ul style="list-style-type: none"> • Financial / Admin 	Education and Training: <ul style="list-style-type: none"> • B.S. Business Administration 	
Experience Summary Information			
Cultural Resource Analysts Chief Financial Officer 2016 – present	State of Kentucky Fiscal Services Officer 2013-2016	Coal Resources Office Manager / CEO 2005-2013	
<p>Ms. Nolen is responsible for Financial Oversight and General Administration at Cultural Resource Analysts, Inc.</p> <p>Ms. Nolen has over 30 years of accounting experience. Prior to joining Cultural Resource Analysts, Inc. she worked for the State of Kentucky as a Fiscal Services Officer in Workers Compensation Funding and was responsible for processing all of the Workers Comp revenues for the State of Kentucky as well as negotiating purchase contracts for the department.</p> <p>In October, 2016 she joined Cultural Resource Analysts, Inc. as a Senior Staff Accountant and was promoted to CFO in February of 2017. As Chief Financial Officer her responsibilities include: Accounts Receivable monitoring and managing including supervising collections, (bank deposits, matching payments to invoices, posting payments into accounting software), Cash Account reconciliations, Accounts Payable check printing and posting, Tax preparation and payments, Invoice production and submittals, Cash tracking and management of petty cash accounts. She is the lead on annual audits conducted by Kentucky Department of Transportation and other DOT's, and financial compliance reporting. Ms. Nolen processes the payroll hours of the labor force weekly and updates job cost tracking/ budgets company wide.</p> <p>Additional Training:</p> <ul style="list-style-type: none"> • Kentucky State Notary 2005- current • Sage Intacct • Peachtree Software • Quick Books Pro 			