

TERRI L. BIRCHARD, CPA
13190 FOX HOLLOW DRIVE
EDINBORO, PA 16412
Cell Phone: (814) 450-6684 Home: (814) 734-7362
E-mail: *terribirchard@aol.com*

May 15, 2014

Ms. Natalie Fatica, Coordinator for Human and Quality Resources
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

RE: Business Manager and Board Secretary position

Dear Ms. Fatica,

I am respectfully submitting my resume for consideration for the position of Business Manager and Board Secretary. As a life-long resident of the Edinboro and Cambridge Springs area, I am actively looking for a nonprofit controller or business manager's position and your opening appears to be a good match for my experience, skills and training.

Licensed as a CPA since 1997, I have enjoyed working primarily within the non-profit sector throughout my accounting career. After practicing for several years in public accounting, I accepted a position at Edinboro University and served as the daily business manager and financial controller for the University's affiliated foundation. As Director of Records Management and Development Operations in the University's Advancement Division, I was responsible for managing the overall daily business operations of Edinboro University Foundation; leading the Foundation's annual audit; working closely with the Foundation's board of directors and committees; and overseeing the gift processing, endowment fund detail accounting, and investment management of donated funds to Edinboro University Foundation, Edinboro University, and Edinboro University Alumni Association.

In addition to providing hands-on general accounting and reporting services to Edinboro University Foundation's board, I coordinated board communications and participated in their board and committee meetings; prepared board and committee informational packets, internal financial statements, and ad-hoc schedules; and assisted them in procuring services, maintaining their professional relationships, and researching best practices to assist the Board in determining their policies, by-laws and operating procedures. While at Edinboro University, I prepared and monitored operating budgets for both the University's Advancement Division and Edinboro University Foundation and also served as the primary Advancement Division contact for all Open Records requests involving donations to Edinboro University and its affiliated organizations.

I enjoy working with individuals from all walks of life and possess a well-rounded set of skills and training ranging from general accounting and payroll, to cash and investment management, to tax and audit experience that I believe would be beneficial to this position. Although I possess hands-on experience in many different general ledger, payroll, and fixed asset systems, I am accustomed to learning new software and gladly embrace mastering new challenges.

In the event you are interested in speaking with me, I'd appreciate the opportunity for an interview. I can be reached at the contact numbers or email listed above.

Thank you for your time and consideration in this matter.

Sincerely,

Terri L. Birchard, CPA

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EDINBORO, PA 16412
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PROFESSIONAL EXPERIENCE

EDINBORO UNIVERSITY FOUNDATION, Edinboro, PA

May 2013 – October 2013

- Contracted to lead the June 30, 2013 audit by preparing supporting statements and schedules, account analysis, and note disclosures as requested by the Foundation's external auditors.

QCSA – SALVAGE DIRECT, Titusville, PA

April 2011 – September 2012

Assistant Controller

- Assisted company's Controller by overseeing accounting processes for multiple U.S. locations.
- Provided research on valuation issues, accounting and tax pronouncements impacting Company.
- Maintained master fixed asset and depreciation schedules for parent company and subsidiaries

EDINBORO UNIVERSITY, Edinboro, PA

January 2006 – December 2010

Director of Records Management and Development Operations

- Responsible for hands-on management of the operational activities, financial reporting, budgeting, gift valuation, cash flow and investment management activities for Edinboro University's Advancement Division and its related affiliate, Edinboro University Foundation
- Drafted policies, procedures, and manuals for Edinboro University Foundation
- Created and maintained detailed fund activity allocation and payout schedules for all gifted scholarship, project and donor-restricted endowment funds received by Edinboro University, Edinboro University Foundation and Edinboro University Alumni Association
- Developed RFP's to competitively procure services for Edinboro University Foundation
- Evaluated, implemented and integrated software applications to enhance donor database records integrity and financial and statistical reporting capabilities
- Prepared and monitored annual operating budgets and long-range strategic plans for Edinboro University Foundation and Edinboro University Advancement Division
- Supervised University recordkeeping, prospect research, and work-study student staffing
- Interacted directly on a daily basis with professionals ranging from banking, legal, and investment professionals, to Foundation board members, University officials, and donors regarding Edinboro University Foundation and Advancement Division business matters
- Maintained full responsibility to lead external audit for Edinboro University Foundation
- Prepared internal board-use financial statements and ad-hoc reports for Foundation's board of directors, University officials, bond rating agencies and interested parties
- Served as Foundation's business manager regarding overall daily operations

Transferred to University Accounting Division in December 2010

December 2010 – February 2011

Assistant University Controller

- Reviewed internally prepared audit worksheets with Accounting Division staff members
- Assisted Advancement Division with organizational and fund-raising efforts in support of the bi-annual PASSHE Advancement Conference held in May 2011

Continued...

PROFESSIONAL EXPERIENCE CONTINUED

Key Achievements:

- Coordinated design, implementation and reconciliation of an integrated donor database and financial record keeping system by converting 30 years of donor giving history within three database applications into one integrated system using Blackbaud products.
- Responsible for providing statistical and financial reporting and national survey responses regarding donor gifts, project funds, and endowment activities benefiting Edinboro University.
- Provided assistance to the Edinboro University Foundation Board in its construction of its on-campus housing project, The Highlands at Edinboro University – Phase I.
- Served as liaison between Foundation board members, University staff and leaders, donors, students, and the general public prior regarding all gifted funds to Edinboro University Foundation, Edinboro University, and Edinboro University Alumni Association.

**MacDONALD ILLIG JONES & BRITTON, LLP, 100 State Street, Suite 700; Erie, PA
November 2004 – January 2006**

Law Firm Controller

- Oversaw A/R, A/P, and Cash Management staff while providing general controllership duties

Key Achievements:

- Implemented cross-training of AR/AP staff through weekly staff training sessions.
- Compiled monthly internal-use financial statistical reporting packages for each of the firm's partners and associates and prepared firm's year-end federal and state tax report filings.
- Prepared weekly, biweekly, and monthly payrolls for the firm's employees

**BIRCHARD & FOULKROD, LLP, 13201 Cambridge Springs Road, Edinboro, PA
July 1997 – November 2004**

CPA Firm Partner

Key Achievements:

- Practiced all facets of hands-on public accounting ranging from audits, reviews, and compilations to tax services, payroll processing, and general bookkeeping for firm clients.
- Devoted significant practice time to non-profit and governmental entity engagements
- Maintained governmental CPE hours required to perform Single Audit engagements.

OTHER ACCOUNTING POSITIONS HELD

Staff Accountant – Alliance Health Network, Erie, PA – fixed asset/investment accountant - 1996-1997

Staff Para-Professional – Hill Barth & King, Meadville, PA – temporary tax assignment – 1995-1996

Staff Accountant – Coleman Schaney, Erie, PA – accounting, audit, and tax – 1994-1995

Dental office AR/Collections – Dr. Edward P. Spiegel, DDS, Erie, PA – dental billing – 1983-1990

EDUCATION

Bachelor of Science - Business Administration Concentration in Accounting (December 1993)

Summa Cum Laude - EDINBORO UNIVERSITY OF PENNSYLVANIA, Edinboro, PA

Attended Thiel College, Greenville, PA (1978) - Medical Technology Major

Attended Black Hills State College, Spearfish, SD (1980-1982) - Pre-Pharmacy Major

Graduated as Valedictorian in 1978 from Cambridge Springs High School, Cambridge Springs, PA

PERSONAL INFORMATION

Licensed since January 1997 as a Certified Public Accountant – PA License Number CA035966L

Recipient of Edinboro University's Purple Thistle Employee Recognition Award in May 2009

Earned Certified Professional Supervisor certificate from Manufacturers' Association in 2009

Ongoing volunteer service for 10 years as Accountant for Goodell Gardens and Homestead

Ongoing volunteer service for 3 years as Accountant for Edinboro University Alumni Association

Volunteer Treasurer for Edinboro Area Historical Society – two year term started in January 2013

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E-mail: *terribirchard@aol.com*

REFERENCES

Kimberly A. Smith, CPA, CGMA
Business Manager
Iroquois School District
800 Tyndall Avenue
Erie, PA 16511
Phone (814) 899-7643, ext. 4000
kismith@iroquois.iu5.org

Relationship – EUP classmate, colleague and personal friend for many years.

Ms. Melanie Pattison
Former Controller for QCSA – Salvage Direct
217 N. Perry Street
Titusville, PA 16354
(814) 758-9327
mapattison@hotmail.com

Relationship – Prior supervisor, professional associate and personal friend for many years.

Mr. Bruce Whitehair, CFRE
Associate Vice President for Advancement
Allegheny College
520 North Main Street
Meadville, PA 16335
(814) 332-2451
bwhitehair@allegheny.edu

Relationship – Direct supervisor for over 5 years while he held the position of Vice President for Advancement at Edinboro University of PA and personal friend.

Mr. Jon Pulice
Director of Alumni Relations
Edinboro University of PA
210 Meadville Street
Edinboro, PA 16444
(814) 732-1763
jpulice@edinboro.edu

Relationship – Co-worker in Advancement Division at Edinboro University of PA and personal friend.

Commonwealth of Pennsylvania
Department of State
Bureau of Professional and Occupational Affairs
PO Box 2649 Harrisburg PA 17105-2649

12 0339613

License Type

Certified Public Accountant

License Status

Active

Initial License Date

01/31/1997

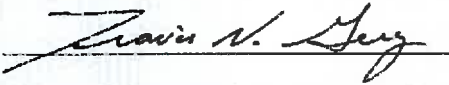
Expiration Date

12/31/2015

**TERRI L BIRCHARD
13190 FOX HOLLOW DRIVE
EDINBORO PA 16412**

License Number

CA035966L



Acting Commissioner of Professional and Occupational Affairs



Signature

Record of: Terri Lynn Birchard
 Current Name: Terri Lynn Birchard
 13190 Fox Hollow Drive
 Edinboro, PA 16412-1776

Issued To: Terri Birchard
 13190 Fox Hollow Drive
 Fax: 734-3599
 Edinboro, PA 16412-1776

Course Level: Undergraduate
 Student Type: Undeclared

Current Program
 College : SCIENCE, MGMT AND TECHNOLOGY
 Major : Business Administration
 Maj/Concentration : Accounting

Degrees Awarded Bachelor of Science 17 DEC 1993
 Primary Degree
 Major : Business Administration
 Maj/Concentration : Accounting
 Inst. Honors: Summa Cum Laude

SUBJ NO. COURSE TITLE CRED GRD PTS R

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

Institution: Thiel College

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
BIOL 103	PRIN OF BIOLOGY	4.00 TR	
CHEM 140	GEN CHEMISTRY	4.00 TR	
ENGL 101	COLL. WRITING SKIL	3.00 TR	
HPE 05021	PHYSICAL ED 1	1.00 TR	
PSYC 101	GEN PSYCHOLOGY	3.00 TR	
Ehrs: 15.00	GPA-Hrs: 0.00	Qpts: 0.00	GPA: 0.00

Institution: Black Hills State University

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
ACCT 210	PRIN/ACCTNG I	3.00 TR	
BIOL 09380	ELECTIVE	3.00 TR	
BIOL 140	ZOOLOGY	3.00 TR	
BIOL 220	MICROBIOLOGY	4.00 TR	
CHEM 16120	PRIN CHEMISTRY 2	4.00 TR	
COMM 107	FUND SPEECH	3.00 TR	
ECON 220	PRIN ECON MICRO	3.00 TR	
ENGL 102	SP WRIT/RESEARCH	3.00 TR	
ENGL 32521	LIT/BIBLE 1	3.00 TR	
HPE 05120	PHYSICAL ED 2	1.00 TR	
Ehrs: 15.00	GPA-Hrs: 0.00	Qpts: 0.00	GPA: 0.00

***** CONTINUED ON NEXT COLUMN *****

ISSUED TO STUDENT

SUBJ NO. COURSE TITLE CRED GRD PTS R

Transfer Information continued:

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
HPE 105	HEALTH	2.00 TR	
MATH 10721	PRE-CALC MATH	4.00 TR	
MATH 112	ANAL GEOM CALC 1	4.00 TR	
MUSIC 103	INTRO TO MUSIC	3.00 TR	
POLI 201	AMERICAN GOVERNMENT	3.00 TR	
Ehrs: 46.00	GPA-Hrs: 0.00	Qpts: 0.00	GPA: 0.00

INSTITUTION CREDIT:

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Summer 1981	INTERPERSONAL COM	3.00 A	12.00
COMM 225	INTERPERSONAL COM	12.00 GPA: 4.00	
Ehrs: 3.00	GPA-Hrs: 3.00	Qpts: 12.00	GPA: 4.00
Good Standing			

Fall 1991

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
ACCT 210	PRIN/ACCTNG I	3.00 A	12.00
HIST 262	HISTORY OF U S 2	3.00 A	12.00
Ehrs: 6.00	GPA-Hrs: 6.00	Qpts: 24.00	GPA: 4.00
Good Standing			

Good Standing

Spring 1992

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
ACCT 220	PRIN/ACCTNG II	3.00 A	12.00
ARHI 556	EARLY 20 CENT ART	3.00 B+	10.50
ECON 200	PRIN ECON MACRO	3.00 B+	10.50
ENGL 285	POWER VOCABULARY	1.00 A	4.00
SOC 207	CONT SOCIAL PROBL	3.00 B+	10.50
Ehrs: 13.00	GPA-Hrs: 13.00	Qpts: 47.50	GPA: 3.65
Dean's List			
Good Standing			

Good Standing

Summer 1992

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
ACCT 350	ADV ACCOUNTING	3.00 A	12.00
Ehrs: 3.00	GPA-Hrs: 3.00	Qpts: 12.00	GPA: 4.00
Good Standing			

Good Standing

***** CONTINUED ON PAGE 2 *****

EDINBORO UNIVERSITY
 OF PENNSYLVANIA
 OF THE STATE SYSTEM OF HIGHER EDUCATION
 EDINBORO, PA 16444

TRANSCRIPT OF ACADEMIC RECORD

THIS TRANSCRIPT HAS AN ANTI-COPY ENCRYPTED ALPHA-NUMERIC BACKGROUND

Timothy W. Pilewski
 COORDINATOR OF RECORDS



Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

**PA ASSOC OF NOTARIES
ONE GATEWAY CENTER SUITE 401
420 FORT DUQUESNE BOULEVARD
PITTSBURGH PA 15222-1498**

TELEPHONE (800) 944-8790

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: BIRCHARD, TERRI L
Date of Birth: 07/22/1960
Social Security #: 173-56-5678
Sex: F
Race: Unknown
Date of Request: 02/04/2014 11:29 AM
Purpose of Request:

Maiden Name and/or Alias (1) (2)
(3) (4)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R11886113 *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN <https://epatch.state.pa.us/RCStatusSearch.jsp> AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:



Lieutenant Kevin J. Deskiewicz, Director
Criminal Records and Identification Division
Pennsylvania State Police

**DISSEMINATED BY: SYSTEM
02/04/2014 11:37 AM**