

# KEILANI R. VANISH

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## CAREER EXPERIENCE

JACKSON STATE UNIVERSITY

NOVEMBER 2013 - PRESENT

### ASSISTANT DIRECTOR - BUSINESS OFFICE

- Assisting the Business Office Director in the direction of the accounting functions of the University
- Preventing inaccuracies in financial statements by setting up internal control systems and adopting proper policies for financial reporting.
- Reviewing financial data periodically to ensure fairness and completeness of the data
- Maintain security for the Finance Module in Banner
- Developing proper operational, data documentation and troubleshooting procedures.
- Liaison with accounting software, system vendors, and consultants.
- Conducting account reconciliations and analysis.
- Assisting in the University's monthly and yearly closing.
- Assisting in special projects whenever asked.
- Managing hardware as well as software applications of the system.
- Implementation and upgrading of the system.
- Providing technical support system at University
- Providing training for Native Banner and JSU PAWS

AFFORDABLE TAX & ACCOUNTING SERVICE

SEPTEMBER 2006 - PRESENT

### OWNER

- Tax Preparation (All Types)
- Bookkeeping and payroll
- Computer consultant
- Bank reconciliation
- New business startup

JACKSON STATE UNIVERSITY

NOVEMBER 2013 - PRESENT

### TIME AND EFFORT ADMINISTRATOR

- Insure labor compliance for federal regulations and university policies
- Project Manager for implementations in the SCT Banner database systems
- Maintain security for the Finance Module in Banner
- Assist with creating Financial Statements and Schedules
- Train employees to use computer programs: Self Service, SCT Banner, Excel, and Access
- Create and distribute reports
- Troubleshoot computer problems

JACKSON STATE UNIVERSITY

AUGUST 2007 – NOVEMBER 2013

### CONTROL ACCOUNTANT/DATA MANAGER

- Project Manager for implementations in the SCT Banner database systems

*Continued...*

CAREER EXPERIENCE CONTINUED

- Maintain security for the Finance Module in Banner
- Assist with creating Financial Statements and Schedules
- Train employees to use computer program: Self Service, SCT Banner, Excel, and Access
- Create and distribute reports
- Troubleshoot computer problems

MISSISSIPPI STATE TAX COMMISSION, Raymond, MS, May 2005 – September 2006

**COMPUTER TAX AUDIT SPECIALIST**

- Develop and maintain custom database applications for use by the Office of Audit and Compliance employees
- Use specialized hardware and software to read data, perform stratifications, samples, queries, and other analysis of taxpayer data in the performance of a tax audit
- Export Report off of QuickBooks for auditors
- Create instruction material to instruct Tax Commission employees on how to use Microsoft Word, Excel, and Access
- Perform laptop maintenance for approximately 125 auditors
- Use data from various internal and external sources to produce management reports, identify tax audit leads, and collection leads
- Perform other tasks as assigned by management

MISSISSIPPI STATE TAX COMMISSION, Raymond, MS, August 2004 – May 2005

**TAX AUDITOR/ACCOUNTANT III**

**ACTING COMPUTER TAX AUDIT SPECIALIST**

- Developed and maintained custom database applications for use by the Office of Audit and Compliance employees
- Used specialized hardware and software to read data, perform stratifications, samples, queries, and other analysis of taxpayer data in the performance of a tax audit
- Created instruction material to instruct Tax Commission employees on how to use Microsoft Word, Microsoft Excel, and Scan Soft Text Bridge
- Performed laptop maintenance for approximately 125 auditors
- Used data from various internal and external sources to produce management reports, identify tax audit leads, and collection leads
- Performed other tasks as assigned by management

MISSISSIPPI STATE TAX COMMISSION, Raymond, MS, July 2003 - August 2004

**TAX AUDIT/ACCOUNTANT II**

- Coordinated and managed audits of taxpayers for compliance of tax laws
- Discussed tax related issues with taxpayers
- Created reports based on the audit findings

- Calculated and assessed any additional tax due
- Collected payment or made payment arrangement with taxpayer if necessary
- Instructed beginner level Microsoft Excel
- Conducted 54 audits

MISSISSIPPI STATE TAX COMMISSION, Raymond, MS,

August 2001- July 2003

**TAX AUDIT/ACCOUNTANT I**

- Coordinated and managed audits of taxpayers for compliance of tax laws
- Discussed tax related issues with taxpayers
- Created reports based on the audit findings
- Calculated and assessed any additional tax due
- Collected payment or made payment arrangement with taxpayer if necessary
- Conducted 44 audits

**EDUCATION**

**Bachelor of Science in Business Administration with emphasis in Accounting (2000)**

UNIVERSITY OF SOUTHERN MISSISSIPPI – Hattiesburg, MS

**Bachelor of Science in Business Administration with emphasis in Management Information Systems (2000)**

UNIVERSITY OF SOUTHERN MISSISSIPPI – Hattiesburg, MS

**Master's in Business Administration (2010)**

UNIVERSITY OF PHOENIX – Online

**Doctorate of Philosophy in Public Policy and Administration (currently)**

JACKSON STATE UNIVERSITY - Jackson, MS