

BENITA L. COPLEY
2208 River Oak Lane
Fort Myers, Florida 33905
(239) 848-0147

CAREER OBJECTIVE

To become a valued member of a well respected, progressive, stable organization where there is advancement potential for those who demonstrate growth, creativity and a diligent work ethic.

SKILLS HIGHLIGHTS

- 15 years accounting experience
- 2 years real estate sales experience
- Exceptionally well-organized and detail-oriented
- Function well as team player as well as working independently

EXPERIENCE

01/06 – 10/06

Beazer Homes, Inc. – Fort Myers, Florida

Staff Accountant

Responsible for processing semi-monthly payroll for approximately 90 employees. Facilitating the month-end close process including the preparation of sales, accruals, and adjusting entries. Preparing and entry of journal entries including payroll, commissions, allocations, accruals and adjustments. Perform reconciliation of accounts. Management of daily cash position including wires requests and entry of cash receipts. Assist in maintaining compliance with Sarbanes-Oxley 404 controls.

11/03 – 12/05

Prudential Florida WCI Realty – Fort Myers, Florida

Sales Associate

Provide high quality customer service for buyers and sellers of homes and land. Some of the services I provide are:

- Developing and implementing complete marketing plan for each home listed
- Assisting sellers in pricing property based on available market data
- Assisting buyers in locating properties that meet their search criteria and helping them make offers to purchase
- Assist buyers and sellers from signed contract to closing

2005 sales of approximately \$2.75 million.

06/97 – 07/03

Barber & McMurry Architects – Knoxville, Tennessee

Controller

In charge of all aspects of accounting system for 35 employee architectural firm. Duties included: verifying contractor pay applications in compliance with AIA contract documents, accounts payable, accounts receivable, contract administration, payroll and payroll taxes, fixed asset accounting, preparing financial statements, and maintenance of G/L. Also responsible for obtaining bids and purchasing assets, supplies, and insurances as well as maintaining accounts for several joint venture projects at a time.

10/94 – 06/97

Overlook Center, Inc. - Knoxville, Tennessee

Staff Accountant

Responsible for accounting systems for five HUD housing corporations. Duties included accounts payable, accounts receivable, general ledger, cash flow management, monthly closing, and producing monthly financial statements including consolidated financial statements. Also responsible for preparing yearly budgets for each HUD corporation. Additional responsibilities included monthly closing for Overlook Center, Inc. including account reconciliations, fringe benefit and overhead allocations, and preparing and posting journal entries to the general ledger. Also responsible for updating and maintaining fixed assets and depreciation schedules for all locations.

12/91 - 10/94

Private Industry Council - Knoxville, Tennessee

Fiscal Manager

Managed accounting department including supervision of two accounting clerks that process accounts payable, purchasing supplies, equipment, and services, and maintaining an equipment inventory in accordance with Tennessee Department of Labor guidelines. Maintained adequate supporting documentation and internal controls to ensure compliance with grantor regulations and Generally Accepted Accounting Principles. Responsible for budgeting and planning use of State and Federal funds. Developed cost allocation plans to equitably spread program costs across grant funds and project future expenditures. Provided financial information monthly to board of directors and maintained communications with Knox County Central Accounting Department.

10/88 - 12/91

State of Tennessee Department of Human Services - Nashville, Tennessee

Accountant II

Monitored accounting systems of contracting agencies for compliance with Generally Accepted Accounting Principles, grant regulations, and allowability of expenditures. Also responsible for preparing monitoring reports, scheduling monitoring visits and conducting meetings with board members and administrative staff of contracting agencies. Provided technical assistance to contracting agencies, which lead to significant improvement in agency accounting systems.

EDUCATION

BS - Accounting - University of Kentucky, 1987

Certifications/Licenses

Real Estate License- State of Florida, 2003

SPECIAL SKILLS

Proficiency using the following software:

Windows	Excel	Word
Outlook	JD Edwards	Axiom A/E

Professional Organizations:

National Association of Realtors
Florida Association of Realtors
Association of Realtors – Fort Myers and the Beachs
Association of Realtors – Port Charlotte/Punta Gorda
Women's Council of Realtors

Community Service:

-Gateway Elementary PTA
-Olga/Ft Myers Shores United Methodist Church –
Leadership Committee
-Meals on Wheels delivery volunteer