

THOMAS A. REPKA

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OBJECTIVE To obtain a responsible, full time position in the business, financial and/or accounting field.

EXPERIENCE *Plateau Production Co., Kerrville, TX*
January 2004 – Present

Accountant

Provide daily accounting and financial services for a single-owner, multi-company business in the livestock industry utilizing QuickBooks, Microsoft Excel and Word software.

Kerrville Telephone Company, a Subsidiary of Valor, Kerrville, TX
June 1981 – August 2003

Financial Controller

Produced and presented monthly consolidated and separate financial statements with analysis to directors, shareholders, and management of a multi-company organization providing wireline and wireless telecommunication, Internet, retail sales and leases, satellite TV and security alarm services. Supervised a staff of seven in all areas of accounting (general ledger, accounts payable, accounts receivable, billing, payroll, inventory, fixed assets, job costing) using CompuShare software, converting to JDEdwards software in 2003.

Performed Treasury functions of cash management, financing, risk management during tenure, plus corporate Secretary from 1984 to 2001.

Prepared and supervised preparation of federal income, excise and payroll tax returns, as well as, state and local tax filings.

Accustomed to working with federal, state and outside auditors.

Prepared capital and operating budgets.

Familiar with administration of company benefit plans acting as Trustee to 401k and pension plans.

Prepared annual reporting to Public Utility Commission of Texas and supplied testimony and support for regulatory filings and dockets.

Various business, financial and accounting positions with Handy Andy Supermarkets and Dentler-Facs Snack Foods in San Antonio, TX
1973 – June 1981

COMPUTER SKILLS Microsoft Excel and Word, Email, Internet, QuickBooks, CompuShare, JDEdwards, 10-key by touch

EDUCATION St. Mary's University, San Antonio, TX
Bachelor of Business Administration in Accounting, 1973

REFERENCES References available upon request