

Lisa Ermis

Controller
Southwest Texas Junior College
2401 Garner Field Road
Uvalde, TX 78801

Office: Business Office
Office Tel: 830.591.2935
Office Email:
ldermis@swtjc.edu

EDUCATION

B.B.A., Accounting, Stephen F. Austin State University, Aug 1985, Graduated Cum Laude

COLLEGE TEACHING/EXPERIENCE

Controller, Southwest Texas Junior College, Jun 2010 to Present

- Responsible for compiling annual budgets, monthly Board financial statements, and federal and state financial reports, general ledger maintenance, supervising grant financial reporting, overseeing HR and Payroll, and assisting VP of Finance in financial matters.

PREVIOUS EXPERIENCE

Accountant, Oasis Outback, Aug 2005 to Jun 2010, Uvalde, TX

- Set-up and maintained general ledger and budget analysis for new business.
- Full charge accountant responsible for general ledger, budget, accounts payable, payroll, timekeeping, tax reporting, monthly and yearly financials, and cash management.

Accountant, Southstar Aircraft Interiors, 2004 to Aug 2005, Uvalde, TX

- Set-up accounts payable, job costing, and budget analysis.
- Completed and maintained payroll and sales tax reports, monthly financials, cash management, and various other financial reports as required by financial institutions.

Manufacturing Cost Analyst, Birdseye Foods, Oct 1990 to Jun 2003, Uvalde, TX

- Supervised 3 accounting personnel and facilitated accounting procedures for 2 food plants.
- Procedures included accounts payable, general ledger maintenance, cost reporting, budgeting, capital planning, and monthly and yearly financial reporting.

Contract Accountant at Tenngasco Marketing, Carlton Accountants, Nov 1989 to Mar 1990, Houston, TX

- Compiled and audited gas invoices and completed special reconciliation projects.

FHLB Accountant, United Savings, Feb 1988 to Nov 1989, Houston, TX

Staff Accountant, White Petrov McHone, Sep 1985 to Feb 1988, Houston, TX

HONORS AND AWARDS

Texas State Board of Public Accountancy
Certified Public Accountant, March 1989