

Anne H. Tarski
2401 Garner Field Road, Uvalde, TX 78801
830-591-7294
atarski@swtjc.cc.tx.us.com

Position . Vice President - Finance

Education J.D., The University of Houston Law Center, 1983
B.B.A., Accounting, The University of Texas, Austin, 1980

Relevant Experience & Accomplishments

Vice President - Finance

*2013-
present*

- Supervise Business Office Director, Controller and Purchasing Manager
- Participate in senior level Cabinet meeting
- Advise the President and Board of Trustees on all financial decisions
- Oversee and approve the preparation of budgets, financial statements, and reporting
- Participate in strategic long term planning for the College
- Monitor investment, cash and debt management

Associate Dean – Finance

2011-2013

- Responsible for all aspects of the Business Office, Human Resources and Purchasing
- Advising the President and Board of Trustees on financial matters
- Supervise annual budgeting and monitoring of the budget

Controller, Southwest Texas Junior College

2010-2011

- Responsible for compiling annual budgets and financial statements
- Supervising the Business Office, Bookstore, and Daycare
- Responsible for State and Federal reporting

Office Director/Food Safety Director, Cargil Farms Produce.

- Responsible for all aspects of accounting for multi-million dollar produce shed, including payroll.
- Supervised the installation of and training for Famous software network.
- Designed systems and led the company and its farms through a full scale, licensed food safety audit with Primus Labs.

Controller, Sierra Industries

1998-2005

Accounting

- Responsible for preparation of monthly and year-end financial statements (audited).
- Supervised all aspect of accounts payable, accounts receivable and invoicing.
- Managed Mas90 accounting system and company network capabilities.
- Developed programs to track hourly efficiency of employees per job.
- Formulated “macros” to calculate profit on a per job basis

Management

- Supervised accounting staff.
- Trained staff in the use of computer software (Mas90, Excel, Adobe Acrobat)
- Implemented successful core tracking program.
- Successfully retained essential staff during downsizing.

Adjunct Professor, Sul Ross University, Uvalde, TX.

2006^c
1996-1998

- Taught Business Law and Finance classes to upper-class business students

Community Involvement

- Sacred Heart School Board, Past-President and Treasurer
- El Progreso Library Board of Directors, Past-President
- Green Thumb Garden Club, Past President and Treasurer
- Uvalde Junior Service League, Past Treasurer
- Uvalde Food Pantry, Board Member