

Janet Mabon, MAcc, CPA

Objective: Senior Instructor/Professor of Accounting. Provide students with a strong foundation in the fundamentals, theories, and importance of accounting.

Education: New Mexico State University, Las Cruces, New Mexico
Master of Accountancy, August 1988

The University of Arizona, Tucson, Arizona
Bachelor of Science in Business Administration
Double Majors in Accounting and Finance, May 1986

Certification: Licensed Certified Public Accountant, state of Colorado

Professional Experience:

University of Colorado at Boulder, Department of Accounting, Leeds School of Business, Boulder, Colorado
Instructor of Accounting, August 2010 to present

- Responsible for all class preparations, presentations, writing of quizzes and exams, grading, and assignment of course grades for both Cost Management and Corporate Financial Reporting I, both junior-level courses.
- Effectively conveyed these topics to over 140 students during Fall semester 2010, Spring semester 2011, and Summer term 2011.
- Received very strong ratings from students in several areas for both of these courses, with the most recent ratings being a 4.8, 5.6, and 5.8 on a 6-point scale.
- Actively and heavily involved with guiding the Beta Alpha Psi student honors organization at the Leeds School of Business. (Beta Alpha Psi is an honors student organization for accounting, finance, and information systems students and has over 90 members.)
- Met with many campus recruiters and established close contacts with all of them. Am highly regarded and respected by these recruiters and am in frequent communication with them regarding chapter activities and their firm's announcements, programs, and opportunities for the students.
- Assisted Beta Alpha Psi officers in a variety of operational items such as: organizing the first annual kickball tournament with students and firm representatives participating, assisting with organizing the annual "Meet the Firms" Fall 2010 recruiting event (25 firms attended, a new record), assisted with organizing the Fall 2010 9Cares Colorado Shares community service event which was a record breaking year of food and cash donations, organized the Fall Banquet, was involved with the revision of the Chapter bylaws and election of a new officer team for the Spring, and helped organize a "Share-A-Gift" toy drive to benefit less fortunate children in the Boulder area. Also assisted student group with preparations for the regional "Best Practices" competition
- In part due to my involvement and promoting of Beta Alpha Psi to the students, initiated one of the largest pledge classes in the Fall of 2010 of 31 new members, and a very large pledge class in the Spring of 32 members. Since becoming the faculty advisor for Beta Alpha Psi, membership has grown from 54 members to 99 members in just two semesters.
- Of the new Beta Alpha Psi events listed above, many were very successful and are anticipated to continue in future years. (Kickball and 9Cares Colorado Shares events)
- Continue to be involved in learning about the Beta Alpha Psi chapter and assisting its officers in establishing infrastructure items and a providing avenue for professional growth and development outside the classroom.
- Attended KPMG's 2010 Faculty Symposium in Chicago the end of June 2010.
- Attended the Beta Alpha Psi Annual Conference in San Jose in August of 2010.
- Attended the Beta Alpha Psi Rocky Mountain Regional Meeting in Salt Lake City in March of 2011.

University of Colorado at Boulder, Department of Facilities Management, Boulder, Colorado
Accountant II, November 2007 to June 2010

- Responsible for downloading, reviewing, and analyzing operating results for all of Facilities Operations trade shops as well as Raw Water and Solid Waste departments. This encompasses 20 different departments, 350 employees, and an operating budget in excess of \$14 million.
- Prepare monthly reports and determine, based on projections, if the operating units will remain in budget. Train and advise shop supervisors, managers, and the director of significant activity and results. Present annual trainings to supervisors and managers regarding their budgets and how the budgets are prepared.
- Meet with supervisors and managers to develop each year's budget. Review their operating expenses to date, the current year's budget, and last year's results to develop the upcoming year's budget. Analyze the impact of operating and personnel changes on charge rates for each shop and general fund requirements. Present budget analysis results to the accounting department manager, the Director of Business Services, the Director of Facilities Operations, managers and supervisors.
- Received quarterly employee award for creativity and flexibility during my first year of employment for discovering a method of exporting financial and operational results and storing them electronically for review as well as analysis and projections.
- Received a 10% increase in pay after 6 months for outstanding performance as well as early state certification as a state classified staff employee.
- Assist the manager of the accounting department with special projects and requests as needed.

University of Oregon, Department of Accounting, Lundquist College of Business, Eugene Oregon
Instructor of Accounting, September 2003 to June 2006

- Successfully instructed business minor, business, and accounting majors in the fundamentals of financial, managerial, and cost accounting in class sizes ranging from 30 to 240.
- Responsible for preparing and presenting all lectures, writing and grading all quizzes, projects, and exams, and assigning all final grades. In large lectures, was also responsible for mentoring, training, coordinating, and supervising up to 5 graduate teaching fellows who were responsible for lab sections which met once a week. Was the course coordinator for the Introduction to Managerial Accounting course as well as the course coordinator for the Language of Business Decisions class which was a combination of financial and managerial accounting topics for business minor students. Supervised, mentored, and coordinated 3 other instructors and one faculty member with regard to the Language of Business Decisions course.
- Served as faculty adviser to the distinguished chapter of Beta Alpha Psi (120 members). Also semi-annually organized and hosted "Accounting Career Night," an event including 5 to 6 professional panelists who spoke about their experiences and career opportunities in accounting to audiences ranging from 50 to 75 students.
- Consistently received excellent student evaluations for my teaching, with scores averaging a 4.6 on a 5-point scale with regard to my instruction as compared to other instructors at U of O.

The School of Business, University of Colorado at Denver, Department of Accounting; Denver, Colorado
Instructor of Accounting, June 2001 to July 2003

- Responsible for teaching several sections of accounting to undergraduate and graduate students of business including: ACCT 2200: Intro to Financial Accounting, BUSN 6550: a one-semester combination course of financial and managerial accounting to MBA students, and ACCT 3320: Intermediate Cost Accounting.
- Prepared and presented all lectures; wrote and graded all quizzes, projects, and exams; assigned all final course grades.
- Received excellent ratings on student evaluations for teaching effectiveness, organization, enthusiasm, and rapport with students.

Front Range Community College, Department of Business and Health, Longmont & Boulder, Colorado
Instructor of Accounting, August 2000 to May 2002

- Successfully instructed students on the topics of financial and managerial accounting in the introductory financial and managerial courses. Responsibilities included: preparing and presenting all lectures; assigning and grading all homework assignments; writing and grading all quizzes, projects and exams; and assigning all final course grades.
- Received excellent ratings on student evaluations with regard to my teaching effectiveness, especially with regard to organization, enthusiasm, and rapport with students.

Horizon Organic Dairy, Longmont, Colorado
Staff Accountant, May 1999 to May 2000

- Responsible for preparing monthly financial statements for the marketing, sales, and operations departments of this publicly-traded company with gross sales in excess of \$95 million per year.
- Monthly reconciliations performed on the following accounts: Cash- Operating account, Prepaid Expenses, Accounts Receivable-Other, Accounts Payable-Other, and Security Deposits.
- Performed detailed review of all accounts payable batches for marketing, sales, and operations departments as well as all expense reports.
- Supervised and reviewed the work of two accounts payable personnel.
- Calculated depreciation and amortization for all fixed assets and leasehold improvements for Horizon Organic Dairy and its holding company, Horizon Organic Holding Company.
- Assisted the controller and chief financial officer with special projects and requests as needed.

Boulder Country Club, Boulder, Colorado
Controller, September 1998 to January 1999

- Responsible for all financial reporting to the general manager and board of directors including monthly financial statements and budget reports.
- Promoted to controller after two months as accountant for the country club.
- Supervised a department of three accounting personnel: accounts receivable, accounts payable, and payroll.
- Responsible for hiring, evaluating, and training all accounting personnel.
- Documented and trained new-hire on month-end accounts receivable procedures.
- Documented accounts payable procedures and trained employee on the accounts payable process from beginning to end.
- Became primary contact for the board of directors and the department heads in absence of a general manager.
- Obtained a thorough understanding of the accounting system including the discovery of several inquiry functions and reports available through the system.
- Assisted in the budgeting process by attending all budget meetings and critiquing budget proposals.
- Worked closely with the president of the board of directors regarding accounting issues and policies.

American Coin Merchandising, Inc., Boulder, Colorado
Assistant Controller, September 1997 to December 1997

- Reported to controller and chief financial officer, both CPA's with numerous years of experience.
- Supervised department of five full charge bookkeepers, which quickly grew to ten people.
- Interviewed, hired, and oriented five newly hired bookkeepers.
- Responsible for reviewing and recording all cash sweeps each day totaling in excess of \$500,000 per day.
- Reviewed lease documents on approximately 40 properties across the United States. Prepared them for chief financial officer's review and signature.
- Prepared lease schedule and reviewed prospectus for secondary stock offering.

Mike's Camera, Boulder, Colorado
Controller, September 1996 to September 1997

- Reconciled bank statements, merchant bank and credit card statements, accounts receivable, accounts payable, and other accounts monthly.
- Researched, compiled, and reviewed company financial and accounting documents to close each fiscal quarter.
- Reviewed daily accounting procedures and month end closings.
- Produced daily, weekly, and monthly management reports.
- Established accounting control systems and procedures, especially in the areas of cash and inventory.
- Supervised and reviewed the work of other accounting department staff and assisted management in interviewing and hiring accounting department personnel.

Kent State University, Department of Accounting, College of Business Administration, Kent, Ohio

Graduate Teaching Assistant, Department of Accounting, June 1994 to May 1996

- Effectively conveyed the concepts of financial and managerial accounting to sophomore-level undergraduate students.
- During summer sessions responsibilities included: preparing and presenting all class lectures, drafting all mid-term and final exams, grading all homework assignments and exams, and assigning final course grades.
- During fall and spring semesters responsibilities included: conducting weekly discussion sections to facilitate the learning of managerial accounting concepts, preparing and presenting all discussion material, coordinating course requirements and objectives with lecturer, developing and implementing grading policies for discussion sections, and assigning final discussion section grades.
- Consistently received some of the highest ratings in the college for organization, teaching effectiveness, knowledge of the subject matter, and rapport with the students.

Kent State University, Dean's Office, College of Business Administration, Kent, Ohio

Graduate Assistant to Associate Dean Glenn Thomas, August 1993 to May 1994

- Investigated departmental views of financial budget reporting and presented findings to Dean Thomas.
- Developed a Quattro-Pro spreadsheet to provide a simplified, three page report that could be used in reporting financial figures to the departments.
- Performed monthly updates of departmental budgets by entering financial figures from the university reports into Quattro-Pro files.

Amador Corporation (now TUV Product Services), Boulder, Colorado

Office Manager/Client Representative, February 1992 to July 1993

- Developed and implemented corporate-wide receiving forms and procedures resulting in improved internal controls over the company's \$5 million in assets.
- Established purchase order log and control system to monitor corporate expenses totaling in excess of \$350,000 per year.
- Appointed quality leader of Colorado location by CEO. Primary responsibility: monitoring, developing, and improving test report procedures and efficiency in response to customer needs.
- Primary contact for entire customer base of over 100 Colorado companies representing over \$500,000 per year in revenues.
- Developed numerous spreadsheets to improve internal procedures and services.

New Mexico State University, Department of Finance, Las Cruces, New Mexico

College Assistant Professor, October 1988 to May 1989

- Instructed junior and senior-level undergraduate students in Financial Institutions, a core course for all finance majors at the university.
- Taught the foundation course, Principles of Real Estate, a junior-level course required for all real estate majors.
- Replaced previous instructor in the middle of the fall semester, providing a smooth and successful transition for the students.
- Guest lectured in Real Estate Finance at the graduate and undergraduate levels on the topic of credit analysis and credit investigation.
- Presented material on weighted average cost of capital, cash flows, and capital budgeting in Corporate Finance classes.

New Mexico State University, Department of Accounting, Las Cruces, New Mexico

Graduate Teaching Assistant, January 1987 to May 1988

- Taught a total of over 200 undergraduate students the principles of financial accounting, a foundation course for all business and agriculture students.
- Prepared and presented all class lectures.
- Assigned and graded all homework assignments.
- Drafted and graded all mid-term and final exams.
- Awarded all final grades in the course.
- Consistently received excellent ratings for knowledge of the subject matter, teaching effectiveness, and enthusiasm.

Research:

“An Empirical Study of Historical Cost and Current Value of Property, Plant, and Equipment in regard to the Commercial Loan Officers’ Decision Making Process”

In fulfillment of my master’s thesis, a survey was conducted of 272 commercial loan officers in New Mexico and the El Paso area regarding the usefulness of certain accounting information presented on audited financial statements. The thesis process involved: the selection of a committee, proposal development and presentation to committee members and business faculty, research design and analysis, and an oral defense of the thesis to committee members and business faculty. The research involved: an in-depth literature review, statement of objectives and hypothesis, development of methodology, analysis of results, examination of limitations of the study, as well as suggestions for further research. The response rate for the survey was over 70%. The completed thesis was 165 pages long, having 78 bibliographical citations, and resulted in two published articles.

Publications:

“Variations in Commercial Loan Officers’ Perception of Financial Statement Information and Impact on the Appraisal Industry,” with Phillip T. Kolbe, The Real Estate Appraiser, December 1992.

“Variations in Commercial Loan Officers’ perceptions of Financial Statement Information: Banks versus Savings & Loans,” with Phillip T. Kolbe, Papers and Proceedings of the 19th Annual Meeting of the Mid-South Academy of Economics and Finance.

Conference & Symposium Participation:

“Variations in Commercial Loan Officers’ Perceptions of Financial Statement Information: Banks versus Savings and Loans,” Mid-South Academy of Economics and Finance, February 1992, Mobile, Alabama.

“Commercial Loan Officers’ Dependence on Appraisers for Financial Decision Making,” American Real Estate Society, March 1990, Lake Tahoe, Nevada.

Computer Skills:

For teaching, regularly used Blackboard software as well as document cameras and other technology
Microsoft Office 2003 programs:

- Word
- Excel
- Outlook

SAS and Execustat statistical software program

One course each in Fortran and Cobol

Honors & Awards:

University of Colorado at Boulder, Department of Facilities Management, Quarterly Employee Award for Creativity and Flexibility for developing a method to extract/download monthly reports and store them in secured folders for review. This greatly facilitated analysis of the results in terms of projections and determining spending patterns. Prior to this, all reporting was done on hard copy.

Graduate Assistant Fellowship, Ph.D. Program in Business, Kent State University, Department of Accounting, Kent, Ohio

Full Tuition Scholarship, Ph.D. Program in Business, Kent State University, Department of Accounting, Kent, Ohio

Nominated for Rousch Award for Teaching Excellence, New Mexico State University, Las Cruces, New Mexico

University of Arizona Scholarship Honors Award (Top 10% of Senior Class)

University of Arizona Dean’s List

University of Arizona Honors Program

University of Arizona College Distinction List