

Curriculum Vitae

Terence P. Bradford, Sr., MBA, CPA

Grambling State University • College of Business • Department

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PROFESSIONAL PROFILE/OBJECTIVE

I have a working knowledge of the generally accepted accounting principles and accounting procedures. I am a self-starter with the following attributes:

- Strong business writing and verbal communication skills.
- Strong interpersonal relations and teamwork orientation.
- High level of professionalism, integrity and commitment to quality.
- Organizational skills and ability to multi-task, organize, prioritize.
- Desire to maintain applicable professional development and certifications.
- Demonstrated initiative and positive can-do attitude

EDUCATION

1974-1977 McDonogh #35 Senior High School

1977-1981 B.S. in Accounting, Grambling State University

2001-2003 MBA, University of Phoenix

ACADEMIC HONORS AND AWARDS

ACADEMIC/TEACHING EXPERIENCE

Teach financial accounting, auditing and governmental accounting classes in the College of Business. Lecture students on the principals of auditing, financial and government accounting and meet with students to address problems or complications to assist with student learning.

COURSES TAUGHT

Auditing

Financial Accounting

Governmental Accounting

TEACHING INTERESTS

Auditing and Governmental Accounting

PROFESSIONAL EXPERIENCE

10/2010-07/2014 –Assistant Athletic Director For Business –Grambling State University

Plan, direct, and implement all athletic business support services; advise AD on all short & long-range financial planning; prepare monthly, quarterly and annual financial reports; supervise business office staff and all business office operations; serve as liaison to SWAC conference and NCAA meetings.

Dallas Independent School District

2007-2010 Claims Specialist-Food & Child Nutrition Services Department

Supervise, review and coordinate all activities of the Claims Clerk in accordance with District policies and applicable laws to ensure accurate and timely financial reports. Monitor and review the integrity and accuracy of MPR reports. Review all transactions from point of service system to file maker relating to meal participation and eligibility.

2006-2007 Compliance Specialist I-Food & Child Nutrition Services Department-Dallas ISD

Conduct site visits to schools to evaluate program compliance with state and federal guidelines and maintain appropriate files. Assist and attend compliance related training sessions for professional staff, as well as school staff; Assist with the Free & Reduced Application process.

January 2006 **Finance Director, Robert Half Consultant**
to **Supervisor Greg Freeman-214-220-2982**
July 2006 **2001 Ross Ave Suite 2550,**
 Dallas, TX 75201

Director of Finance for KDFW FOX 4 FSN Southwest. Supervised and was responsible for all aspects of financial reporting for the airtime sales unit of the cable channel. Responsibilities include: preparation and review of corporate (weekly and monthly) financial reports mostly related to tracking profit & loss, balance sheet, and cash flow activity.

1992-Present **Owner, Terence P. Bradford, Sr., CPA**

Firm provides a full range of tax, accounting, and consulting services to a diversified client base. Client base consists of a wide variety of industries including distribution, manufacturing, telecommunications, medical and professional services, and construction, real estate and technology companies. To include

compilations, attestation and compliance engagements prepared in accordance with GAAP and AICPA guidelines. Specially agreed upon procedures in accordance with GAAP and GAAS.

New Orleans Public Schools (1992-2005):

Supervisor Rosie Jackson 504-304-4314

3510 General DeGaulle Dr.

New Orleans, La. 70114

1997-2005

Finance Manager

Prepared and managed the Child Nutrition program budget of \$25 million at 120 schools and serving over 10 million meals annually. Reviewed daily meal accounting totals and generated end-of-month summary information. Accounted for the total district reimbursement for all meals served each month by school site. Prepared journal entries and monitored all expenditures by verifying that expense category was allowable and did not exceed the budgetary amount. Prepared monthly, quarterly and annual State and Federal financial reports.

1992-1997

Insurance Accountant

Supervisor James H. Henderson, Jr., CPA 504-366-3464

2930 Hudson St.

New Orleans, La. 70114

Managed \$40 million in the Risk Management department.

Reconciled monthly bank statements for self insured funds such as workers compensation, health and life insurance, and general liability all funds were accounted for in the internal service fund. Prepared monthly, quarterly and annual Comprehensive Annual Financial Report, (consolidated financial statements) in accordance with GASB 10 and other state regulations, for all internal service activity to include, health, life, workers compensation, fire, personal property, and general liability.

1990-1992

Senior Auditor, Bruno & Tervalon, CPA

Supervisor Larry Jones, CPA 504-284-9060

4298 Elysian Fields Ave

New Orleans, La. 70122

Assist in the execution of full scope audit engagements for both large and small clients in a variety of commercial and non-profit industries. Supervise and review work of other auditors on assigned client audit engagements. Interact closely with audit managers and partners on client and audit team matters. Plan the audit program for assigned audit engagements. Monitor the budget and progress of assigned audit engagements.

Accounting & Audit Manager, Rabb & Mitchel, CPA

**Talmadge Mitchell, CPA 318-675-1945
1718 Milam St
Shreveport, La. 71101**

I was responsible for performing month-end closing activities such as recording of journal entries/adjustments to the general ledger; performing account reconciliation/analysis, and preparing and auditing the financial statements for non-profit, local, state and federal organizations.

SCHOLARLY CONTRIBUTIONS

Presentations and Workshops

Athletic Department Budget and Expenditure Control Workshop-Grambling State University Athletic Coaches 2013 and 2014.

RESEARCH INTERESTS

PROFFESIONAL SERVICE

Certification

Licensed Certified Public Accountant (Louisiana & Texas)
Certificate number 20408
Firm Licensed to practice accounting in Texas and Louisiana

UNIVERSITY SERVICE

Bayou Classic Committee Member –FY 2013-2014

COLLEGE OF BUSINESS SERVICE

COMMUNITY SERVICE

I have attached the link to the Steve Sawyer-Across Louisiana Show, which I appeared on October 26, 2013 promoting the Bayou Classic Football Game.

<http://www.youtube.com/watch?v=heWjRYgQgjY&feature=em-uploademail-ot>

PROFESSIONAL AFFILIATIONS

Louisiana Society of Certified Public Accountants
American Institute of Certified Public Accountants

PROFESSIONAL DEVELOPMENT

Seminars Attended

Colleigate Athletic Business Managers Association Convention- June 2014

Workshops Attended

AICPA Income Tax Update-January 2013

Personal & Professional Ethics by Texas Society of Certified Public Accountants -June 2013

GRANTS

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