

# Tonja A. Gardner, D.B.A.

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## PROFESSIONAL PROFILE/OBJECTIVE

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- Driven academic higher education practitioner and professor of accounting, business, and management with a commitment to student success, lifelong learning, and academic research. Proven leadership in academic management, service, teaching, and scholarship. Cultivated strategic alliances with organizational leaders in planning and implementing projects that promote revenue and exceed objectives. Leadership experience in business, higher education, profit, and/or nonprofit entities. I am highly skilled in public relations, staff management, recruiting, inclusion, retention, financial management, as well as state and federal regulations. Expert at cross-communication and successfully working with a wide range of constituents, faculty, staff, and students.

## EDUCATION

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- **Doctor of Business Administration**, Walden University, School of Business, Minneapolis, MN, 2017.  
SUPPORT AREA: Accounting  
DISSERTATION: Exploring the Importance of Soft Skills Training for Accountants
- **Master of Business Administration**, Dallas Baptist University, School of Business, Dallas, TX, 2007.  
SUPPORT AREA: Accounting
- **Master of Business Administration**, Dallas Baptist University, School of Business, Dallas, TX, 2007.  
SUPPORT AREA: Management
- **Bachelor of Science in Accounting**, Grambling State University, School of Business, Grambling, LA, 1996.

## PROFESSIONAL CERTIFICATION

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- Certificate in Conflict Mediation, Dallas Baptist University, Dallas, TX, 2007.

## ACADEMIC HONORS AND AWARDS

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- The Importance of Soft Skills Training for Accountants accepted for inclusion in a Research Roundtable Forum for the AAA 2018 Mid-Atlantic Region Meeting program.
- Exploring the Importance of Soft Skills Training for Accountants, accepted for inclusion in the Diversity Midyear Meeting program for the 2017 American Accounting Association New Orleans Conference.
- Co-designed and presented Financial Literacy Presentation for students, staff, and faculty - 2021
- Featured Faculty Star Speaker – Community Forum for Online Education - 2020
- Presented in Panel Discussion at AAWCC National Conference in San Antonio - 2019

## ACADEMIC/TEACHING EXPERIENCE

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**Adjunct Professor of Accounting**, Grambling State University, College of Business, Grambling, LA, 2021 to Present

- Currently teaching Financial Accounting and Managerial Accounting to undergraduate students in class size averaging 50+ students

**Assistant Professor of Accounting**, University of Saint Mary, College of Business and Technology, Kansas City, KS, 2018 - Present

- Taught accounting and management classes to lower and upper-level students in class size averaging 25 students

## COURSES TAUGHT

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Undergraduate

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- AC 251 – Accounting I
- AC 252 – Accounting II
- AC 352 – Managerial Accounting
- AC 351 – Intermediate Accounting I
- AC 352 – Intermediate Accounting II
- AC 375 – Communications for Accounting and Financial Reporting
- AC 445 – Auditing
- AC 446 – Advanced Accounting
- AC 497 – Accounting Internship
- ACCIS 362 – Accounting & Information Systems
- FIN 363 – Principles of Finance
- MGT 420 – Organizational Behavior
- MGT 386 – Data Analysis for Business Decisions
- BUS 599 – Strategic Management
- BUS 521 – Entrepreneurship and Innovation
- BUS 520 – Leadership and Organizational Behavior
- BUS 322 – Organizational Behavior
- BUS 309 – Business Ethics
- AC 5630 – Governmental & Nonprofit Accounting
- AC 3210 – Financial Reporting
- AC 3230 – Cost Accounting
- AC 3450 – Investigative Techniques for Fraud
- AC 4410 – Corporate Governance and Internal Control
- AC 6260 – Internal Audit and Risk Management
- AC 4440 – Forensic Accounting Capstone

#### Graduate

- MGT 711 – Managerial Accounting
- MGT 780 – Leadership and Organizational Health
- MGT 781 – Strategic Leadership and Team Building
- MGT 782 – Strategic Communication and Human Performance Support Systems
- MGT 785 – Forensic Accounting
- MGT 787 – CPA Exam Review
- MGT 789 – Data Analysis for Decision Making
- ACCT 556 – Financial Accounting for Managers

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## TEACHING INTERESTS

- Accounting
- Business Courses
- Management

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## PROFESSIONAL EXPERIENCE

### CEO or Other Executive Positions In Companies

- None

### Other Position In Companies That Are Related To Teaching Assignment

2018 – 2021 Dallas Community College

Senior Accountant/Adjunct Instructor

Education

Instructor for Financial, Business, and Accounting Courses

2008 – 2012

Visiting Accounting Professor

DeVry University Education

Instructor for Financial and Managerial Accounting

Instructor for Business and Management Courses

Instructor for undergraduate and graduate courses

Courses conducted in various delivery modes, i.e., face-to-face, on-line, hybrid and/or blended formats

**Owned Companies or Owned Businesses Related To Teaching Assignment or Field**  
**Genuine Accounting Services PLLC - 2012 to present**

- Manage a team of 3 including accounts payable personnel, billing, and payroll
- Develop, implement, and maintain systems, procedures, and policies
- Prepare monthly financial statements and reconcile balance sheet accounts, cash, and investment reporting
- Prepare annual Medicare/Medicaid cost reports
- Prepare annual tax returns for individuals, partnerships, and corporations

**Other paid jobs not listed above**

**2018 - 2021 Dallas Community College**

*Senior Accountant - Education*

- Analyze financial information detailing assets, liabilities, and capital; prepare balance sheets, profit and loss statements and other reports to summarize current and projected district financial position.
- Monitor and process wage garnishments in accordance with multiple federal and state regulations
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
- Reconcile and analyze Texas Retirement Systems (TRS) and Optional Retirement Plan (ORP) monthly reports
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses

**2016 - 2018 Rouse Properties**

*Senior Property Accountant*

- Manage a team of 5 including the cash accountant, accounts receivable account and leasing agents.
- Compile financial statements in accordance with GAAP and monthly variance analysis, account reconciliations, bank reconciliations, contract review
- Review and generate monthly tenant % in Lieu and Overage billings and monitor accounts receivable aging, including collection efforts
- Management of data for accurate rent, occupancy, and square footage totals for each of the related properties
- Manage all aspects of Operating Expense Recoveries and heavily involved with year-end audits

**2007-2008 Lane Gorman Trubitt, L.L.P.**

*Senior Accountant - Public Accounting*

- Provide training to client's and internal accounting
- Compile Monthly, quarterly, and annual financial statements
- Assist client with annual operating plan/budgets.
- Review of operational, financial, and technology processes to provide

management with an individual assessment of business risk, internal control, and the overall effectiveness and efficiency of the process.

- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
- Monthly, quarterly and year end close, including the preparation of estimates and accruals.

### **2006–2007 University of Texas @ Arlington**

*Senior Accountant - Education*

- Compile monthly, quarterly, and annual financial statements
- Heavily involved in preparation of monthly and semi-monthly payroll
- Perform multi-state income tax withholding and reporting.

### **2003–2006 Serco of Texas, Inc**

*Contract Management - Accounting Manager*

- Manage and prepare million-dollar contract budgets for Workforce Boards in Tarrant, Lubbock, Brazos Valley, El Paso, and Corpus Christi.
- Expertise in areas such as cost allocation, general ledger account reconciliation, cash management, allowable cost, and variance analysis for funding streams.
- Assist in writing effective policies and procedures.
- Plan and perform training and implementation projects and programs.
- Manage a department of 2 including the accounts payable personnel and the payroll functions.
- Provide written and oral presentations and monthly invoice cost reports to Workforce Development Boards.

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## **SCHOLARLY CONTRIBUTIONS**

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### **Peer Reviewed Journals**

- None

### **Editorial-Reviewed Journals and Articles**

- Academic Articles: Gardner, T.A. (2017). The Importance of Soft Skills Training for Accountants. Proquest.

### **Peer Reviewed Proceedings**

- None

### **Peer Reviewed Academic Conference/meeting Paper Presentations**

- Co-designed and presented Financial Literacy Presentation for students, staff, and faculty – 2021

### **Competitive Research Awards Received**

- None

### **Relevant Books/Textbooks**

Co-Author Ferguson, K. (2019). Women of Worth, An Anthology. Beautiful. Valuable. Beloved. FIG Publishing.

### **Published Case Studies**

- None

### **Professional Practice Standards or Public Policy**

- None

### **Research Monographs/unpublished thesis/dissertation**

- None

### **Organized peer-reviewed Conference(s)/Professional meeting(s), per conference/meeting**

- None

### **Research in progress**

- None

### **Other**

- None

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## **RESEARCH INTERESTS**

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- Writing textbooks

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## **PROFESSIONAL SERVICE**

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**None-paid professional engagement activities for Professional organization(s)**

**(These are non-paid services to Professional Organizations and or Community at large, and the services are related to your teaching assignment or field)**

- None

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## **UNIVERSITY SERVICE**

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- None

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## **COMMUNITY SERVICE**

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**None-paid professional service (related to your teaching area) to the community**

- Member Alpha Kappa Alpha Sorority, Inc. 2013 to Present.
- Member of Links, Inc. 2023 to Present

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## **PROFESSIONAL AFFILIATIONS**

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**Membership in Professional Organization (related to your teaching area)**

- Association of International Certified Professional Accountants (AICPA) 2022 to present

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## **PROFESSIONAL DEVELOPMENT**

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**Professional License Renewal/Re-certification**

- None

**Classes Attended**

- None

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## **GRANTS**

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**Sponsored**

- None

**Non-sponsored**

- None