

Joseph R. Gearhart

1864 Walnut Avenue
Buena Vista, VA 24416
540.460.1139
jrgearhart2000@yahoo.com

Education: Master of Science in Accounting

James Madison University, 1985

Bachelor of Arts

Emory and Henry College, 1980

Professional

Certificate: Certified Public Accountant - North Carolina (Inactive)

Experience:

2010 – present **SOUTHERN VIRGINIA UNIVERSITY**
Adjunct Instructor of Business

Serve as instructor for introductory financial and managerial accounting courses. Southern Virginia University is a small, four-year liberal arts university located in Buena Vista, VA.

2010 – 2013 **OMICRON DELTA KAPPA SOCIETY, INC. &
OMICRON DELTA KAPPA FOUNDATION, INC.**
Financial Services Manager/Accounting Advisor

As financial services manager, I played an integral role in the relocation of the national headquarters of Omicron Delta Kappa, a college leadership honor society, from Lexington, Kentucky to Lexington, Virginia. I had complete responsibility for the transition of all accounting and finance functions including the hiring and training of the Financial Services Coordinator. I served in an advisory role thereafter which included, but was not limited to detailed reviews of the monthly financial packages for the Society and Foundation prior to their submission to the respective boards, obtaining quotes for the organizations' health and business insurances, analyzing the Foundation's quarterly investment statements and preparing the necessary journal entries, assisting in the preparation of annual budgets for the Society and Foundation, performing detailed reviews of all bank reconciliations, preparing fixed asset and depreciation schedules, and assisting with the annual audits for the Society and Foundation including the review of draft financial statements and related notes for the Society and the Foundation prior to issuance by the external auditors.

1995 – 2009 **ROCKBRIDGE FORD MERCURY/COURTESY MOTORS INC.**
Controller

Responsible for all areas of accounting: maintained general ledger, performed monthly closings, prepared monthly financial statements, reconciled bank statements, prepared all payroll tax deposits, filed monthly sales tax reports, completed quarterly and annual payroll filings (Forms 941, 940, W-2's, W-3, 1099's, 1096, VA-15, VA-6), monitored cash flow, managed company's line of credit, obtained quotes for group health insurance, general business insurance, and workers' compensation insurance, served as administrator of the Company's Simple Retirement Plan, responsible for the maintenance of company's business equipment, supervised physical inventories, actively participated in decisions related to capital budgeting and served as human resource officer.

Joseph R. Gearhart

1864 Walnut Avenue
Buena Vista, VA 24416
540.460.1190

jrgearhart2000@yahoo.com

(continued)

1993 – 1994

HIGH POINT FURNITURE INDUSTRIES, INC.

General Accounting Manager

Reported to Chief Financial Officer. Responsible for general accounting functions including general ledger maintenance, month-end close and preparation of financial statements, payroll and sales tax filings, served as liaison with external auditors, supervised accounting and administrative personnel.

1993

HIGH POINT UNIVERSITY

Adjunct Instructor of Accounting

Served as adjunct instructor of intermediate accounting for the University's evening degree program.

1988-1993

TEXFI INDUSTRIES, INC.

Controller, Highland Yarn Mills

Responsible for the all financial and cost accounting functions of the Highland Yarn Mills division. Responsibilities included preparation and presentation of monthly financial statements and forecasts, all aspects of cost accounting, working with external auditors, payroll and related filings, oversight of physical inventories, salaried personnel functions, data processing and office administration. Major accomplishments during my tenure at Highland Yarn Mills include the modification of the company's total absorption cost system to include variable cost elements. This involved a complete rewrite of the standard cost sheet for each product. I also initiated departmental variance reporting and began conducting weekly cost meetings with supervisors. And finally, I was responsible for the implementation of a variable margin financial statement showing variances by major product lines.

1985 – 1988

ERNST & WHINNEY

Senior Accountant - Auditor

Performed duties required of senior accountants including the planning of audit engagements, executing interim and year end audit procedures, drafting financial statements and supervision of engagement staff. Position required written communication skills, the ability to interact personally with audit client personnel, documentation of procedures and processes, assessing the adequacy of internal control procedures and compliance, and performing test of transactions for accuracy as to account, amount and period. Areas of expertise included inventory accounting in a manufacturing environment including standard cost testing, variance analysis, capitalization of variances, and evaluating physical inventory procedures.