

# Michael W. Glas

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## WORK EXPERIENCE:

Community Health Service Agency, Inc. (Greenville, Texas; Non-Profit)

### Assistant Controller/Controller

August 2012-Present

- Serves on the leadership team and participates in strategic planning activities
- Assists the Chief Executive Officer and Chief Financial Officer in grant writing
- Assists the Chief Financial Officer in all operations related to the fiscal operations
- Provides leadership on all financial activities including: General Ledger Accounting, Grants and Contracts, Budget, Financial Reporting, Cash Management, Accounts Payable, Cash Receipts and Disbursements, Bank Reconciliations, and all other financial duties
- Oversees all accounting, purchasing, human resources, fixed assets, and payroll functions
- Ensures compliance with all GAAP standards and regulatory requirements
- Preparation of monthly/annual financial reports
- Coordination of all audit activity
- Collection and analysis of financial data for reporting and management use
- Continuous implementation and research of technology to replace manual processes

Texas A&M University-Commerce (Commerce, Texas)

### Adjunct Instructor, Department of Applied Sciences

- BGS 402 – Research-Fearless Investigation
- BAAS 355 – Sustainability in Contemporary Enterprise

August 2014-Present

January 2012-May 2013

### Accounts Payable Supervisor/Auxiliary Accountant

July 2009-August 2012

- Interview, hire, train, and manage accounts payable staff
- Responsible for university training on the accounting software (FAMIS), the procurement card system, disbursement of funds, and the online travel/expense system (Concur)
- Responsible for university disbursements which included travel, vendor payments, and procurement card
- Responsible for utility budgeting, analysis, and reporting
- Assisted with the compilation of the annual financial report
- Served as the business resource for auxiliary operations
- Responsible for 1099 tax reporting
- Continuous implementation and research of technology to replace manual processes
- Implementation manager for online travel and expense system (Concur), electronic accounting entry correction system (DCR), electronic procurement card system (GCMS), and automated accounting entries

### Accounting Generalist

April 2009-July 2009

- Responsible for reconciliations and draw-downs for financial aid programs
- Entered journal entries which included tuition set-asides, exemptions, and daily bank entries
- Prepared state bank reconciliations
- Assisted with the compilation of the annual financial report
- Served as the business resource for financial aid

### Accounts Payable Clerk

February 2008-April 2009

### Administrative Secretary

August 2007-February 2008

## EDUCATION:

Texas A&M University-Commerce (Commerce, TX)

### Masters of Business Administration (Aug 2010)

### Bachelor of Science (Aug 2007)

Major: Business Administration

Minor: Interdisciplinary Studies

## OTHER ORGANIZATIONS:

Commerce Chamber of Commerce

### Board of Directors (2010-2013)

President, Board of Directors (2011)

Vice President, Finance (2010)

Commerce Kiwanis Club

Board of Directors (2010-Present)

## REFERENCES:

Available upon request.