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State of New Hampshire
Department of Revenue Administration

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John T. Beardmore
Commissioner

Kathryn E. Skouteris
Assistant Commissioner

February 26, 2015

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 94:6, the Commissioner of the Department of Revenue Administration respectfully requests to place Ms. Susan Lambert at the second step (NH First equivalent Step 3) for the position of Multi-Entity Tax Auditor, of the Audit Division, Position # 9U586, unclassified salary grade CC, earning \$63,614.03 annually, effective upon Governor & Council approval. Funding is 100% general funds.

EXPLANATION

The Department of Revenue Administration requests, pursuant to RSA 94:6, the Governor and Council approve an entrance salary higher than minimum within the established range for position #9U586, Multi-Entity Tax Auditor, for Ms. Susan Lambert.

Ms. Lambert has a Bachelor of Science Degree in Accounting from Southern New Hampshire University and possesses over sixteen years experience as an internal auditor at a publically held corporation. Through this, she has experience with SOX 404 control testing in compliance, audit planning and other areas of internal auditing. The minimum salary for position # 9U586, Multi-Entity Tax Auditor, unclassified CC, is less than her current salary at PC Connection, Inc. in Merrimack, NH.

Based upon Ms. Lambert's education and experience, the Department believes that she should be placed into the Multi-Entity position, unclassified grade CC at the second step, (NH First equivalent Step 3) \$63,614.03.

Sincerely,


John T. Beardmore
Commissioner

Summary:

Internal Auditor, CIA candidate, with over sixteen years of experience working in accounting and finance departments from multiple business industries, such as, financial and environmental consulting, leasing, oil & gas and retail. Computer skills include multiple accounting systems, Microsoft office suites, Adobe, Crystal reports and other report writer type software. Business experience includes, credit and collection, payroll, benefits administration, corporate accounting, month end close as well as analytical and compliance audits.

Work Experience:

PC Connection, Inc., Merrimack, NH – Publicly held company, direct marketer of information technology solutions, with revenues in the billions, and multiple subsidiaries.

2009 – Present

Internal Auditor (2012 – Present)

- SOX 404 Controls Testing
 - Compliance
 - Audit Planning
 - Flow Charting
 - Control Mapping to business processes
 - Compliance Testing
 - Analytical Analysis
 - Process improvement recommendations
- Operational Audits
 - Government Contract Compliance
 - Customer Control Compliance

Sales Tax Analyst (2009 – 2012)

- Sales Tax Returns Processing for all 48 taxing US states, including local jurisdictions, and Canada
- Managed the Migration to Outsource returns preparation to third party Vertex
- Multiple Subsidiary (up to 5 at a time)
- Business Registrations & Licensing
- Exemption Certificate approval
- Assisted with External State Audits
- Taxability Matrix
- Tax Law Research

Direct Capital, Portsmouth, NH – Private Company, Small Business Financing, named fifth out of 100 of New Hampshire's Fastest Growing Companies in 2008 in sales growth.

Staff Accountant (2008)

- Reconcile multiple systems to the accounting software ✓
- General ledger account reconciliation for assigned accounts ✓
- Multi-company journal entries ✓

Sanborn, Head & Associates, Concord, NH – Limited Liability Corporation, Environmental Engineering, with approximately 12 Million in Annual Revenue.

Accountant (2005 – 2008)

- Month end Closing,
- General Ledger reconciliation,
- Reconcile Expense Reports,
- Tracking and reporting on fixed assets,

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- Assist with Accounts Payable, billing
 - Electronic Document Management System
 - Report and pay sales tax.

FTI Consulting, Inc. Annapolis, MD – Publically held company, Engineering & Financial Consulting, with revenues in the Billions, and multiple subsidiaries.

Staff Accountant (2001 - 2004)

- Corporate Accounting
 - Financial results consolidation
 - Fixed Assets
 - Prepaid accounts amortizations
 - Account reconciliations
 - Utilization reporting
 - Accounts Payable
 - Sales Tax Reporting
 - Income Tax Estimates and Return to Provision Reconciliations
 - Unclaimed Property Audit

Education:

2008 - **Bachelor of Science Degree** – Accounting

1995 – **Associates in Applied Science** – Paralegal

Computer Skills:

JD Edwards
Deltek
Elite
Advantage

ADP
Access
Crystal Reports
Business Objects
Adobe

Microsoft Office
Word
Excel
Power Point
Visio

Outlook
Quick Books
Peachtree

References are available upon request

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