

Elizabeth M. Knecht

Experiential Summary

- Internal Audit: Conducting scheduled and ad hoc audits and investigations, and consulting activities to add value and improve the organization's operations
- Administrative and Accounting: Preparation of financials and related payroll and sales tax documents, preparation and accounting for capital expenditures, new construction and renovation budgets. Prepared and maintained cash control, accounts payable, accounts receivable and payroll. Created policies, procedures, training and operational manuals.
- Management: Supervision of day to day operations of company with sales of approximately \$900,000.00 to \$1 million annually; including customer relations, supervision of employees and quality of goods and services

Educational Attainment

- B. S., Accounting, Northwestern State University, Natchitoches, Louisiana, May 2006

Licensures, Certifications and Commissions

- Certified Public Accountant, Louisiana, September 16, 2010
- Certified Fraud Examiner, September 22, 2010

Professional Experiences

- Northwestern State University of Louisiana, 2008 – present
Director of Internal Audit
- Dimension Development, Natchitoches, Louisiana, 2006-2008
Staff Accountant and Special Projects
- Bayou City Restaurant, Inc. d/b/a The Landing Restaurant, Natchitoches, Louisiana, 1988 – 2003
Co-Owner, Bookkeeper
- Round Foods, Inc. d/b/a Pizza Inn and Pirogue's, Natchitoches, Louisiana, 1998-2002
Co-Owner, Bookkeeper
- Gresham Product's Inc., Natchitoches, Louisiana, 2001-2003
Co-Owner, Bookkeeper

Professional Affiliations

- Secretary, Louisiana Association of College and University Auditors
- Member, Society of Louisiana Certified Public Accountants
- Member, Association of College and University Auditors
- Member, The Institute of Internal Auditors
- Member, Association of Certified Fraud Examiners
- Member, Committee of State Audit Groups