

SUZANNE J. SCHEUERMAN

5606 Winnequah Road

Monona, WI 53716

WORK EXPERIENCE

HABITAT FOR HUMANITY OF DANE COUNTY, INC. (HFHDC) – FINANCE DIRECTOR 12/98 to Present

- Fiscal responsibility for HFHDC and the Habitat ReStore
- Plan, develop and oversee 2.7 million dollar budget
- Devise all schedules and reports for the annual audit
- Administer payroll and benefits
- Manage mortgage and escrow accounts for over 160 homeowners

THE SOCIETY FOR NONPROFIT ORGANIZATIONS – OFFICE MANAGER/EXECUTIVE ASSISTANT 10/92 to 8/97.

- Complete responsibility for internal operation of the organization.
- Management of all financial activity including budget development, accounts receivable/payable, and payroll.
- Development and implementation of all personnel policies as well as staff recruitment, training and supervision.

CITY OF MONONOA – POLICE SECRETARY 5/83 TO 10/92

- Maintained police report, contact, detective and court files.
- Scheduling and payroll.
- Processed all citations, audited cash register and produced monthly report.

EDUCATION

- Cardinal Stritch College, Bachelor of Science Degree in Business Administration
- University of Wisconsin – Oshkosh, General Studies
- MATC, courses in Accounting and Computer Science

COMMUNITY INVOLVEMENT

- Member of Downtown Madison, Inc.
- Member of South Madison Business Association
- Treasurer, Twin Oaks Owners Association
- Founding board member of Interfaith Hospitality Network