

CARRA MEUTH

SECRETARY

ADDRESS: 1322 Phillips Road
Boonville, IN 47601

PHONE: 812.774.3738

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EDUCATION

- 1992 Graduate of Boonville High School
- 1994 Graduate of Ivy Tech State College

EXPERIENCE

- 2008- Present Aigner Engineering, Inc.
Secretary
- 1994 – Present Jerry Aigner Construction, Inc.
Office Manager from 1994 – 2008
Financial Controller 2008 - Present

FINANCIAL CONTROLLER

- Supervise activities; develop roles and incentives of Accounting Controls department. Personnel include Accounts Receivable, Accounts Payable and Office Managers.
- Coordinate insurances needs on all levels, including General Liability, Auto, Workers Compensation, Bonding, and Employee Health Plans.
- Oversee monthly & quarterly book closings and prepare internal financial statements for management review.
- Keep outside accountant informed of changes and developments in business and work with accountant to update bookkeeping methods accordingly. Prepare books for annual financial audit.
- Communicate with bank on daily activities, inclusive of wire transfers, ACH processing, credit line activities. Submit monthly borrowing base certificates and AR summary to bank to determine monthly borrowing eligibility.
- Develop and continually improve departmental procedures and interdepartmental processes.
- All payroll duties.
- Forecast cash flows on weekly basis. Coordinate with various departments, accounting personnel accordingly to ensure cash needs are met.
- Run customized sales and other reports to meet various needs of the company.

