

JAMEZETTA R. BEDFORD, CPA

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EDUCATION

THE UNIVERSITY OF NORTH CAROLINA Chapel Hill, NC
KENAN-FLAGLER BUSINESS SCHOOL
Master of Accounting, May 2004

THE UNIVERSITY OF VIRGINIA Charlottesville, VA
BA with Distinction in Mathematics, May 1980
Honors: Echols Scholar, Intermediate Honors and
Alpha Phi Omega Service Fraternity, Theta Chapter Service Key

EXPERIENCE

1/06 - present

William H. Bunch, CPA, PA Chapel Hill, NC
Accountant. Prepare corporate, nonprofit, trust and individual tax returns, including financial reports and journal entries. Supervise property tax and payroll filings. Assist clients with tax planning. Manage related financial planning business. QuickBooks, CCH ProSystems, and Excel.

7/04 - 12/05

UNC Management Company, Inc. Chapel Hill, NC
Trust Investment Specialist. Accounting and administration of the University's Planned Giving trusts and related assets. Liaison with Development and Accounting Services. Published monthly and quarterly performance reports. Maintained portfolio compliance.

7/05 - 12/05

Acting Business Manager. Duties included financial reporting, budgeting and forecasting; payroll; employee benefits and other HR responsibilities; coordinating annual audit; facilities management; invoices; payables; and web cash and trade order approval for the Investment Fund.

4/97 - 5/03

Chapel Hill-Carrboro City Schools
Substitute Teacher.

8/97 - 7/99

Chapel Hill TEACCH – UNC-CH
Workshop Coordinator.

1988 - 10/92

The Childbirth Education Association of Baltimore
Certified Childbirth Educator. Treasurer and payroll duties for two years.

9/83 - 8/85

Fidelity and Guaranty Life Insurance Company Baltimore, MD
Senior Pension Analyst. Administered approximately 145 pension plans for 14 branch offices. Processed annual reviews, new business, tax forms, terminations and death claims. Supervised customer billing. Trained staff for new IRA Dept.

11/82 - 8/83

The Stuart Hack Company Baltimore, MD
Pension Plan Asst. Administrator.

8/80 - 6/82

Joint Committee for Control of Lexington High School Lexington, VA
Mathematics Teacher.

ADDITIONAL DATA

Chapel Hill-Carrboro City School Board: *Elected Member*, 12/03 – present.
The Chapel Hill Area Local Unit of the Autism Society of NC
President, 8/02 – 6/03. *Program Chair*, 2000 – 2003.

REFERENCES

Available upon request