

Sherri A. Meyer

Career Summary:

A servant leader at an executive level with over twenty years of operations experience including administration, confidential initiatives, financial overview, purchasing, facility management, customer service and staff supervision.

Education:

Ottawa University-WI; 2006 –BA, Business Administration

Recent professional development:

- NBAI-New Business Administrators for Archdiocese; 1yr program; 2018-19
- Amazing Parish-part of leadership team; Fall 2019
- Cardinal Stritch; Leadership development reading program; Spring 2021
- MA Program-Sacred Heart Seminary & School of Theology; 8-2020 to 8-2021-two Semesters.

Software Skills:

Microsoft Suite, Accounting/Purchasing programs; Netsuite, QuickBooks, Accpac, Sales Data base-CRM; Step One, DDI, Movex-ERP system, Parish Data Systems (PDS), Online giving platforms including-FACTS, We Share

Work History:

Director of Administrative Services–St. Paul Catholic Church Dec/15-present

Responsible for the operations of the parish including annual budget development, overall finances, reporting to board, meeting preparation, management of 56,800 sq. ft. facility & 5-acre private cemetery, annual giving campaigns, oversee organization calendar, maintain annual fundraiser log, overseeing communication efforts, Annual report development, and Human Relations functions.

- Management of all business operations including finance, building & grounds, employee benefits administration, & payroll for organization
- Key player in development of a balanced annual budget and monitoring
- Prepare board & staff meetings; keeper of records for agendas, minutes and action items.
- Obtain annual licenses for parish and cemetery, review insurance policies, yearly audit administration.
- Oversee all purchasing and vendor contracts for organization.
- Directs and leads two teams and coordinator of various volunteers.
- Successful implantation of three online payment systems.
- Bookkeeping functions including payables, receivables, cash management.
- Keeper of Parish Seal & cemetery record keeping.
- Oversee record keeping of elected Trustees; publishing & filing.
- Key point person for stakeholders of the organization.

Financial Services Specialist-Purchasing–Bostik Inc.-Oct/13-Nov/15

Responsible for the review of raw materials purchased and a key player within purchasing and finance department on all purchase orders.

- Work with Suppliers; account management and reconciliations
- Reconcile/Approval of all Raw material invoices/credits
- Work across organization to accomplish account reconciliations
- Involved with testing & training new process for streamlining A/P function
- Review of all un-invoiced receipts, all of 2014 reconciled
- Inventory and account reconciliations of various business units

Purchasing Associate/Sales Administration. –Lakeland Supply-Nov/10 to Oct/13