

JILL EARLE

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PROFESSIONAL EXPERIENCE

LAWRANCE POLICY CONSULTING, Fishers, IN

Project Coordinator

2019-Present

- Provided administrative support to the Ohio Alzheimer's Disease and Other Dementias Task Force through meeting arrangements, minutes, and action item tracking
- Conducted interviews of executives, managers and program staff and documented the responses for FSSA independent analysis of the 2-1-1 program
- Prepare and process monthly invoices in QuickBooks
- File State Women-owned Business reports
- Provide administrative and clerical support

VECTREN CORPORATION, Evansville, IN

1998-2012

Vectren Corporation is an energy holding company with approximately \$3 billion in assets that is headquartered in Evansville, Indiana.

Business Unit Analyst – Human Resources and Legal Departments

2007-2012

- Developed budgets totaling over \$50 million for employee's benefits, Human Resources and Legal Departments
- Lead process improvement projects – reduced benefit budget process by two weeks, saved company over \$100k by auditing employee benefit invoices, implemented key controls around Health Savings Account to ensure compliance and reduced the number of hours spent paying invoices by a day per month
- Developed and presented actual to budget metrics and projections to directors and senior management
- Performed monthly analysis of company credit cards usage to ensure compliance
- Extracted data from Oracle Financials System to analyze and ensure monthly expenses are accurate
- Additional activities – reconciled various balance sheet accounts, recorded and monitored dollars spent on voluntary employee benefit association (VEBA), recorded and coordinated receipt of payment for Medicare Part D subsidy and paid all employee related invoices

Accounting Analyst – Corporate Accounting Department

2004-2007

- Oracle Cash Management Module Owner – reconciled bank accounts, tested all upgrades or changes made to module and assisted internal/external auditors in testing key controls
- Prepared, reconciled and analyzed various monthly general ledger journal entries related to amortizations and accruals
- Served as the Functional Lead for Oracle 11i Upgrade Team
- Prepared cost center metrics for CEO, CFO and Controller

Customer Accounting Specialist – Customer Accounting Department

1998-2004

- Participated in the Customer Information System Implementation Team
- Performed cash balancing between utility billing system and general ledger
- Served as the functional Lead for the Non-Utility Billing Implementation Team
- Was responsible for non-utility customer invoices and communicating with internal/external customers about billing questions, collections and payment arrangements

EDUCATION

Bachelor of Science, Organizational Management, Oakland City University, Oakland City, IN
Associate of Science, Business Management, Vincennes University, Vincennes, IN