FORM 610 USE PREVIOUS INTERNAL 3-62 **SECRET** CONFIDENTIAL USE ONLY

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HISTORY OF EMPLOYMENT

SUBSEQUENT TO GRADUATION FROM CENTRAL CITY BUSINESS INSTITUTE

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March 1957 to May 1960	U.S. Army Element,		
	Room 1B945) The Pen	tagon, Washington, D	, C.
	Salary: \$6,000.	,	

Review vouchers and determine cost center and object class.

Maintain special payrolls and related accounts and resolve problems relating to leave, retirement, taxes, etc. and correlate payroll function with other departments.

Assist in the installation of and supervision of posting machine operation to maintain allotment ledger. Maintain Miscellaneous Obligation Record and supervise posting clerks. Monthly, quarterly, semi-annual and annual Summary of Allotment Accounts preparation and other related statements. Maintain Expenditure Distribution Ledger and balance with IBM run.

Police certain Appropriation, Fund and Limitation Accounts.

Assist in the preparation of budgets, summaries and reports.

May 1960 to July 1964	U.S. Army Element.	
	Salary: \$6,500.	

Maintain and pay special payroll and prepare reports, surveys and summaries.

Control and responsibility for funds in the high six figures. Monthly disbursements in the high six figures to revolving funds, Supervision and audit of revolving funds and accounting vouchers. Monthly, quarterly, semi-annual and annual statements, summaries and reports of revolving funds.

Control and responsibility for transfers of funds and foreign currency and maintenance of conversion accounts.

Supervise and perform financial negotiations with Dusinessmen.

(Continued)

September 1964 to April 1965

H.S. Army Element,
Room 18945

The Pentagon, Washington, D.C.
Salary: \$6.890

Perform audit of several special payrolls. Assist in the pilot study and installation of a new payroll system.

Assist various branches in problems relating to the conversion to computer bookkeeping.

Assist in the balancing of the General Ledger accounts in connection with the year-end closing of the books.

May 1965 to Present

Miami, Florida
Payroll Officer
Salary: \$8,000.

Reorganize the payroll office and assume responsibility for the schedule and accuracy of payrolls. Instruct, direct and assist clerks in compiling, computing and preparation of payrolls. Prepare checks for distribution. Investigate and settle disputes regarding alleged errors in pay checks. Audit payroll summaries, bank balances and labor distribution records, etc. Prepare quarterly and annual tax report forms, wage reports and surveys. Correlate payroll, function with other departments.