

*Curriculum Vitae*  
*Terence P. Bradford, Sr., MBA, CPA*  
*Grambling State University • College of Business • Department*  
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## **PROFESSIONAL PROFILE/OBJECTIVE**

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I have a working knowledge of the generally accepted accounting principles and accounting procedures. I am a self-starter with the following attributes:

- Strong business writing and verbal communication skills.
- Strong interpersonal relations and teamwork orientation.
- High level of professionalism, integrity and commitment to quality.
- Organizational skills and ability to multi-task, organize, prioritize.
- Desire to maintain applicable professional development and certifications.
- Demonstrated initiative and positive can-do attitude

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## **EDUCATION**

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1974-1977 McDonogh #35 Senior High School

1977-1981 B.S. in Accounting, Grambling State University

2001-2003 MBA, University of Phoenix

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## **ACADEMIC HONORS AND AWARDS**

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## **ACADEMIC/TEACHING EXPERIENCE**

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Teach financial accounting, auditing and governmental accounting classes in the College of Business. Lecture students on the principals of auditing, financial and government accounting and meet with students to address problems or complications to assist with student learning.

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## **COURSES TAUGHT**

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Auditing  
Financial Accounting  
Governmental Accounting

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## **TEACHING INTERESTS**

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**Auditing and Governmental Accounting**

## **PROFESSIONAL EXPERIENCE**

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**10/2010-07/2014 –Assistant Athletic Director For Business –Grambling State University**

Plan, direct, and implement all athletic business support services; advise AD on all short & long-range financial planning; prepare monthly, quarterly and annual financial reports; supervise business office staff and all business office operations; serve as liaison to SWAC conference and NCAA meetings.

***Dallas Independent School District***

***2007-2010 Claims Specialist-Food & Child Nutrition Services Department***

Supervise, review and coordinate all activities of the Claims Clerk in accordance with District policies and applicable laws to ensure accurate and timely financial reports. Monitor and review the integrity and accuracy of MPR reports. Review all transactions from point of service system to filemaker relating to meal participation and eligibility.

***2006-2007 Compliance Specialist I-Food & Child Nutrition Services Department-Dallas ISD***

Conduct site visits to schools to evaluate program compliance with state and federal guidelines and maintain appropriate files. Assist and attend compliance related training sessions for professional staff, as well as school staff; Assist with the Free & Reduced Application process,

**January 2006**     **Finance Director, Robert Half Consultant**

**to**                     **Supervisor Greg Freeman-214-220-2982**

**July 2006**             **2001 Ross Ave Suite 2550,**

**Dallas, TX 75201**

Director of Finance for KDFW FOX 4 FSN Southwest.

Supervised and was responsible for all aspects of financial reporting for the airtime sales unit of the cable channel.

Responsibilities include: preparation and review of corporate (weekly and monthly) financial reports mostly related to tracking profit & loss, balance sheet, and cash flow activity.

**1992-Present**         **Owner, Terence P. Bradford, Sr., CPA**

Firm provides a full range of tax, accounting, and consulting services to a diversified client base. Client base consists of a wide variety of industries including distribution, manufacturing, telecommunications, medical and professional services, and construction, real estate and technology companies. To include compilations, attestation and compliance engagements prepared in accordance with GAAP and AICPA guidelines. Specially agreed upon procedures in accordance with GAAP and GAAS.

**New Orleans Public Schools (1992-2005):**

***Supervisor Rosie Jackson 504-304-4314***

***3510 General DeGaulle Dr.***

***New Orleans, La. 70114***

**1997-2005**

***Finance Manager***

Prepared and managed the Child Nutrition program budget of \$25 million at 120 schools and serving over 10 million meals annually.

Reviewed daily meal accounting totals and generated end-of-month summary information. Accounted for the total district reimbursement for all meals served each month by school site.

Prepared journal entries and monitored all expenditures by verifying that expense category was allowable and did not exceed the budgetary amount. Prepared monthly, quarterly and annual State and Federal financial reports.

**1992-1997**

***Insurance Accountant***

***Supervisor James H. Henderson, Jr., CPA 504-366-3464***

***2930 Hudson St.***

***New Orleans, La. 70114***

Managed \$40 million in the Risk Management department.

Reconciled monthly bank statements for self insured funds such as workers compensation, health and life insurance, and general liability all funds were accounted for in the internal service fund.

Prepared monthly, quarterly and annual Comprehensive Annual Financial Report, (consolidated financial statements) in accordance with GASB 10 and other state regulations, for all internal service

activity to include, health, life, workers compensation, fire, personal property, and general liability.

**1990-1992      *Senior Auditor, Bruno & Tervalon, CPA***

***Supervisor Larry Jones, CPA 504-284-9060***

***4298 Elysian Fields Ave***

***New Orleans, La. 70122***

Assist in the execution of full scope audit engagements for both large and small clients in a variety of commercial and non-profit industries. Supervise and review work of other auditors on assigned client audit engagements. Interact closely with audit managers and partners on client and audit team matters. Plan the audit program for assigned audit engagements. Monitor the budget and progress of assigned audit engagements.

***Accounting & Audit Manager, Rabb & Mitchel, CPA***

***Talmadge Mitchell, CPA 318-675-1945***

***1718 Milam St***

***Shreveport, La. 71101***

I was responsible for performing month-end closing activities such as recording of journal entries/adjustments to the general ledger; performing account reconciliation/analysis, and preparing and auditing the financial statements for non-profit, local, state and federal organizations.

## **SCHOLARLY CONTRIBUTIONS**

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### **Presentations and Workshops**

Athletic Department Budget and Expenditure Control Workshop-Grambling State University Athletic Coaches 2013 and 2014.

## **RESEARCH INTERESTS**

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## **PROFFESIONAL SERVICE**

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### **Certification**

Licensed Certified Public Accountant (Louisiana & Texas)

Certificate number 20408

Firm Licensed to practice accounting in Texas and Louisiana

## **UNIVERSITY SERVICE**

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Bayou Classic Committee Member –FY 2013-2014

## **COLLEGE OF BUSINESS SERVICE**

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## **COMMUNITY SERVICE**

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I have attached the link to the Steve Sawyer-Across Louisiana Show, which I appeared on October 26, 2013 promoting the Bayou Classic Football Game.

<http://www.youtube.com/watch?v=heWjRYgQgjY&feature=em-uploademail-ot>

## **PROFESSIONAL AFFILIATIONS**

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Louisiana Society of Certified Public Accountants  
American Institute of Certified Public Accountants

## **PROFESSIONAL DEVELOPMENT**

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### **Seminars Attended**

**Colleigate Athletic Business Managers Association Convention- June 2014**

### **Workshops Attended**

**AICPA Income Tax Update-January 2013**

**Personal & Professional Ethics by Texas Society of Certified Public Accountants -June 2013**

## **GRANTS**

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### **Sponsored**

### **Non-sponsored**