

Antonette Lorraine McCaster

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EDUCATION:

Indiana University -South Bend IN

Bachelor of Science in Business - Concentration: Accounting

May 1999

Associates of Science in Business- Concentration: Business

August 1997

DePaul University -Chicago IL

MBA - Concentration: Management Information Systems

August 2003

Indiana University –Bloomington IN

EdD – Concentration: Instructional Systems Technology

August 2014-

Present

ACADEMIC APPOINTMENTS:

Indiana University Bloomington

August 2017- Present

Senior Lecturer

- Continued research focusing on non-business majors in introductory accounting courses with emphasis in andragogy, dialogue education, and instructional technology integration.
- Instruct approximately 100-250 undergraduate students each semester enrolled in Governmental and Non-profit accounting and financial reporting courses.
- Supervised three graduate assistants and six undergraduate assistants each semester.
- Integration of TopHat platform for both in classroom and outside of class activities.
- Preparation of educational materials for courses and supportive handouts utilized as graphic organizers.
- Faculty advisor for IU Student Chapter of Association of Governmental Accountants (AGA).

Lecturer

August 2011-July 2017

- Instruct approximately 100-250 undergraduates and graduate students/semester enrolled in Governmental and Non-profit accounting and financial reporting courses.
- Prepared and delivered lectures and administered and corrected examinations and assignments
- Rendered advisory role for students as requested.
- Conducted research focusing on non-business majors in introductory accounting courses.
- Preparation of educational materials for Non-profit accounting and supportive handouts
- Faculty advisor for IU Student Chapter of Association of Governmental Accountants (AGA).

OTHER APPOINTMENTS AND PROFESSIONAL EXPERIENCE:

Virginia Department of Transportation

January 2009 – August 2011

Assistant Controller

- Provides leadership to Finance Directorate staff and VDOT statewide to aid in the development, coordination and management of the project accounting and accounts receivable activities of the 3rd largest state transportation agency with an annual budget of \$3.3 billion.
- Leads teams (internal and external to the Fiscal Division) by providing guidance to ensure programming and budgetary accounting processes are in sync.

- Ensures accurate and efficient policies and procedures are in place and followed as they relate to budgetary accounting operations, project setup and adjustments, billing to federal agencies and other customers and project closeouts in the Financial Management System and federal systems.
- Coordinate development of proprietary system to record and report \$694.5 million of Stimulus fund (ARRA) activities. Implemented and trained over 105 divisions, district offices, local governments, and contractors/consultants on the use of the new system and requirements.
- Prepare Agency Risk Management and Internal Control Standards matrix, narratives, and tests for internal controls that fell under my purview.
- Prepared or coordinated preparation of compliance reports, including the Department Of Accounts A/R Quarterly report, Supplemental Schedule of Expenditures of Federal Awards, as well as ad hoc management reports.
- Ensures applicable policies and procedures are in accordance with Department of Accounts(DOA) directives, federal laws and Generally Accepted Accounting Principles and Practices (GAAP). Provides financial guidance and consultation for senior level management in the development & in interpretation of financial data.
- Serves as a the division's primary liaison with outside entities such as FHWA and Dept. of Rail and Public Transportation and key VDOT divisions such as Programming, Financial Planning and Local Assistance .

City Of Richmond, VA
Controller

January 2008 – June 2008

- Supervises a staff of 33 professional accounting and administrative personnel with a division budget of \$1,824,831 and a City budget of \$1.7billion.
- Direct, manage, and provide policy guidance and oversight of financial management personnel, activities, and operations. Plans, organizes, implements and directs the financial and accounting activities for all City agencies, department and component entities in accordance with GAAP and GASB pronouncements, internal controls, and City policies and procedures.
- Provides leadership, mentoring and coaching to assigned staff that ensures attraction, development and retention of a highly skilled and motivated team. Engages in all aspects of staff supervision including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Work with staff and internal audit group to document internal controls, procedures, and progress on outstanding audit recommendations.
- Establish policies, systems, and procedures for controlling appropriated funds, including the forfeiture fund, travel and transportation funds.
- Maintains complete financial records for the City and participates in formulation of citywide policies and regulations.
- Participates as a senior member of the fiscal management team in developing and recommending policies and procedures to enhance the operational efficiency, accuracy, and fiscal integrity of accounting and financial information. Represents the City on matters of fiscal policy and regulation.
- Directs the preparation of a wide variety of regular and special reports, including monthly, quarterly and year-end closings and the Comprehensive Annual Financial Report(CAFR).
- Meet with agency directors to discuss financial and operational functions. Meets with Department management to discuss operational and financial concerns and provides ongoing recommendations to improve operations.
- Reviews, evaluates and recommends best practices in the areas of internal controls, financial reporting, and automated financial information systems.

Village of Bolingbrook, IL

January 2004 – January 2008

Director of Finance and Administration

- Supervised and directed the Finance Department staff of 25 with an annual budget of \$109.5million.
- Work analyzing financial management and accounting system(s) effectiveness and trends or anomalies to determine the impact on ongoing organization programs and operations
- Analyzing and evaluating changes in program funding and their effect on program performance.
- Experience analyzing financial statements and assessing the soundness of accounting and financial management practices of programs and/or organizations in accordance with generally accepted accounting principles.
- Invested and managed all Village funds as well as monthly reporting to the board and finance committee
- Coordinated External audit and prepared necessary schedules as requested.
- Documented Internal Control processes and conducted testing of those controls and other compliance reviews.
- Preparation of the Annual financial report along with Management Discussion and Analysis along with applicable footnote disclosures.
- Implementation of a new software application (MUNIS-developed by Tyler)
- Coordination of the budget process and preparation of all budget materials for Budget Workshops (where the budget is presented to the Mayor, Board of Trustees, and the Public).
- Expert knowledge of and ability to manage complex financial management and accounting programs for a large government, including the responsibility for advising senior officials on financial and accounting matters, developing policies, and managing fiscal year audit requirements.

Inland Great Lakes, Oak Brook IL

April 2001 – January 2004

CFO/Treasurer

- Responsibilities included directing financial transactions for a condominium developer that had annual receipts of over \$25 million.
- Reviewed and analyzed project performance, prepared client financial statements, reconciled bank accounts, oversaw budget preparation, and reviewed and initiated monthly reserve transfers.
- Advised associations of financial matters, standards and procedures of condominium management, maintained historical records of collection accounts, bank balances, budget variances, and all association documentation.
- Implemented and Maintained the PROMAS software program and trained staff on its use. Ran validity checks and updates on PROMAS as needed. Maintained association databases.
- Ensured compliance with federal, state, and local legal requirements (incorporation, annual reports, tax returns, 1099s).

Deloitte & Touche LLP, Indianapolis IN

June 1999- April 2001

Experienced Audit & Advisory Staff

Supervised Staff Accountants inspecting clients' financial records, compiled and analyzed data and prepared detailed accounting reports and resolved accounting research issues.

- Reviewed client accounting and operating procedures and systems of internal control, and

conducted audit tests which were sufficient in scope to support professional opinions as to the fair representation of client financial statements.

- Prepared financial statement reports, performed analytical reviews of audit documents and prepared the work paper documentation for Deloitte & Touche's audit opinions.
- Prepared necessary schedules for federal and state income tax returns on behalf of our corporate and individual clients.

LICENSURE AND CERTIFICATION:

- IN Licensed Certified Public Accountant (CP112003900)-Indiana Professional Licensing Agency
- VA Licensed Certified Public Accountant (35117) – Board of Accountancy
- Certified Government Financial Manager (CGFM)-(Certificate# 15218) designation; Obtained January 2011

GUEST LECTURES

- SPEA/Bloomington IN; Guest Lecturer for F610 Government Budgeting and Program Analysis. Topic: Relationship of the budget to accounting and reporting. A few minutes on cash management 30 Graduate students are in the course; most are concentrating in Public Financial Administration.(12/7/2015)
- SPEA/ Bloomington IN; Guest Lecturer for SPEA V560-Budgeting Process from a Practitioners point of view. Topic: Shared my budgeting experience with the students. In particular outlined the budgeting process in the various departments I have worked. Including who initiates the budget process? Are budgets usually prepared on time? Are the requests submitted on time? Are they done correctly? How do I handle requests that are over the budget limit? What kinds of problem do I face in deciding which requests to grant and which ones to deny? How do I handle requests that have been denied by those above me? (10/13/2011)
- SPEA/ Bloomington IN; Guest Lecturer for joint class V558/V458 Fund Development. Topics: (1) the differences between permanently restricted, temporarily restricted and unrestricted assets and why nonprofits (charities) in particular need to pay attention to those differences, and (2) criteria and mechanisms for allocating line-item expenses (e.g., salaries, benefits, supplies, publications, IT) across functional expenses (e.g., fundraising, management and general, program services). (11/21/2011)

PRESENTATIONS

- World Conference on Transformative Education/ Kakamega, Kenya; Paper presentation “Adult Education & Dialogue”. (July 2018)
- The Public Policy and International Affairs / Bloomington IN; The Public Policy and International Affairs (PPIA) “Moving the World Forward” Conference was held in October 2015 with 78 undergraduate students interested in various topics in public affairs from all over the U.S. (10/22/15-10/24/15)
- The Public Policy and International Affairs / Bloomington IN; Hosted by SPEA for undergraduate students from across the nation to discuss the value of pursuing a Graduate degree in the field of Public Policy and International Affairs. (10/24/2014 - 10/25/2014)
- Association of Governmental Accountants/ Indianapolis IN; Central Indiana Association of Government Accountants - Luncheon Speaker Series “What Does Your Financial Report Say About Your City?” Presented an interactive approach to financial statements featuring the latest in clicker technology. (12/5/2013)
- Association of Governmental Accountants /SAN DIEGO CA T117: CGFM: Government Financial Management Certification for the Future (Date : 7/31/2012 Time : 2:20 PM to 3:30 PM) - Speaker

PUBLICATION

- “Elements of Accounting for Business, Governmental & Not-for-profit organizations” 1st Edition, August 2018. TopHat.

PROFESSIONAL DEVELOPMENT

- Association of Governmental Accountants (AGA) Professional Development Conference attendee (2012, 2013, 2014, 2015 AND 2016) Sectional leadership attendee (2015)
- American Accounting Association (AAA) Professional Development Conference attendee (2012, 2014, and 2016)
- Center for Innovative Teaching & Learning
 - Design Instructional Videos for Your Face-to-Face, Online, or Flipped Course. I used this workshop to update and evaluate the effectiveness of three videos I created to provide additional material for students to use at their own pace.
 - "Using Class Time Effectively". This workshop focused on how instructors can make the best use of class time between, in class activities, group work, and lectures.
- Course Development Institute
 - Developed a revised approach to instruction of Graduate Course in Governmental Accounting and Financial Reporting (V542)

SERVICE TO SCHOOL

- Faculty advisor to the IU Student Chapter of Association of Governmental Accountants (AGA) (2015-present)
- Search Committee- Budgeting/Finance/Accounting position - Served as part of the search committee reviewing candidates' applications and supporting materials, preparing a rubric for ranking candidates, presenting those to the search committee chairman. Also participated in interview process including job talks, and provided feedback regarding final candidate selections. (1/1/15-2/13/15)
- Undergraduate Curriculum Committee Member (8/1/12 - 12/31/15)
- SPEA Career development office interviewer (6/19/13 & 7/1/13)
- IU in DC Program support - Served as a member of the interview panel for positions and reviewed student essay for Scholarship applications. (2/11/13 - 2/12/13)
- Attended the Minority Freshmen pinning ceremony that welcomed minority students to Indiana University. I participated in "pinning" several freshman as their names were called and extended a hand of fellowship. Additionally, spoke with individual students and faculty about their experiences at IU. (9/8/11)

SERVICE TO COMMUNITY

- Middle Way House (Nonprofit organizations) - Served as a member of the board of directors for this Non-Profit Organization. I serve as a member of the Finance Committee in line with course offerings being taught in Non-Profit Accounting and Financial Reporting. During the summer of 2015, I also provided accounting system review, recommendations, and internal control documentation to Director and employed staff. (1/1/13-7/1/16)