SHAWNA B. TALBOT

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PROFESSIONAL SUMMARY

Certified Municipal Clerk/Treasurer and experienced accounting professional with extensive experience in bookkeeping, accounting, payroll, accounts payable and receivable, bank reconciliations, financial reporting, budgeting, and office administration. Currently responsible for the financial and administrative operations of a municipal government, including accounting functions, payroll, budgeting, audit preparation, purchasing, grants, and regulatory compliance. Proficient in QuickBooks Desktop, QuickBooks Online, and Microsoft Excel, with extensive experience managing financial records, reconciling accounts, preparing reports, and maintaining accurate financial information.

CORE QUALIFICATIONS

- QuickBooks Desktop & Online
- Bookkeeping & Financial Recordkeeping
- Accounts Payable & Receivable
- Bank & Credit Card Reconciliations
- Payroll & Payroll Tax Reporting
- General Ledger
- Budget Preparation & Financial Reporting
- Audit & Tax Preparation Support
- Billing & Invoicing
- Microsoft Excel
- Grant & Financial Documentation
- Office & Administrative Management

PROFESSIONAL EXPERIENCE

Town Clerk/Treasurer | September 2021 – Present
Town of Killen, Alabama

- Manage the financial and administrative operations of the Town Clerk/Treasurer's Office.
- Maintain the Town's financial records, including accounts payable and receivable, bank deposits and reconciliations, check processing, and financial reporting.
- Process biweekly payroll and maintain employee payroll records; prepare monthly and quarterly payroll tax reports and administer employee insurance and related personnel records.
- Prepare the initial draft of the Town's annual budget and provide financial reports, fiscal summaries, and supporting documentation to the Mayor and Town Council.
- Prepare financial records and documentation for the annual audit and respond to auditor requests throughout the audit process.
- Administer grants awarded to the Town and maintain related financial and supporting documentation.
- Coordinate municipal purchasing and competitive bid processes in accordance with applicable state law, including advertising, bidder documentation, bid tabulation, and contract award records.
- Serve as Clerk to the Mayor and Town Council; prepare meeting agendas, attend Council meetings, and maintain the official minutes and records of Council actions.
- Serve as custodian of municipal records and maintain the Town's official seal; prepare, publish, and maintain ordinances, resolutions, notices, and other official municipal documents.
- Serve as Chief Election Official for municipal elections and coordinate election-related requirements and records.
- Administer business licenses and assist with municipal programs, special projects, public inquiries, and other administrative responsibilities of the Clerk/Treasurer's Office.

Controller | January 2021 – September 2021
Global Special Effects

- Oversaw daily accounting operations, including general ledger, accounts payable, accounts receivable, payroll, billing, and cash management.
- Managed and reconciled multiple bank accounts and financial records for multiple companies within the organization.
- Managed billing, revenue recognition, expense allocation, payroll taxes, and account reconciliations.
- Coordinated with outside professionals for audits, tax preparation, and regulatory filings.
- Analyzed financial information and provided recommendations to ownership and executive leadership.
- Supervised and trained accounting staff as needed.

Inside Sales Specialist | February 2014 - January 2021
Merchant International Inc. – Killen, Alabama

- Prepared material estimates and cost comparison sheets incorporating domestic, import, and export vendor costs for management review and approval.
- Prepared and communicated final cost quotations to international contractors and customers.

Office Manager | **September 2005 - October 2013**
Big River Electric, Inc. – Electrical Subcontractor | Killen, Alabama

- Established the company's QuickBooks accounting system and maintained the company's books and financial records.
- Managed accounts payable, accounts receivable, customer invoicing, payroll, and payroll liabilities.
- Prepared progress billings and draw requests for electrical subcontracting projects.
- Reconciled bank and credit card accounts and maintained supporting financial documentation.
- Processed employee payroll and prepared related payroll tax filings and payments.
- Managed vendor payments, customer account records, and collections.
- Worked closely with the company's CPA, providing financial records and supporting documentation for tax preparation and other accounting needs.
- Administered employee benefits and maintained personnel and payroll records.
- Managed general office administration and supported the day-to-day financial and operational needs of the business.

Accounts Payable/Receivable Clerk | **1993 – 2000**
Jerry Damson Honda – Florence, Alabama

- Managed accounts payable and receivable functions, including invoice processing, account coding, payments, and customer account records.
- Prepared bank deposits and reconciled credit card transactions and related accounts.
- Processed purchase orders and maintained supporting accounting documentation.
- Processed payroll for approximately 50 employees and maintained related payroll records.

CERTIFICATIONS & EDUCATION

Certified Municipal Clerk (CMC) | International Institute of Municipal Clerks | February 2026
Intuit QuickBooks Certification Level 1 | Intuit ProAdvisor | August 2026
Associate of Arts | Northwest Shoals Community College