

# Charlene Boner

---

3218 Rock Springs Street  
Cheyenne, Wyoming 82001

Cell: (307) 214-2043  
Email: cboner@bresnan.net

## **Work Experience:**

### CA Boner Business Plans

Owner/President

From: 01-FEBRUARY-2007 To: PRESENT

Currently own my own business, CA Boner Business Plans. Perform business consulting; create, develop, and update business plans for start-up and existing businesses and use as the primary tool for all areas of business development, funding, growth, assessment of business structure/operations, and succession planning; market with one-on-one meetings and advertising; member of Greater Cheyenne Chamber of Commerce; serve as member on following Chamber of Commerce committees: Small Business Council, BizLink AM, and MAC (Military Affairs Committee).

### Warren Federal Credit Union

CFO/VP Finance/Asset Liability Program Manager

From: 04-AUGUST-2003 To: 31-JANUARY-2007

Manage planning, organizing, developing, and controlling of functions relating to finance/accounting; develop, recommend, and implement solutions to complex strategic, tactical, administrative, and technical issues requiring a thorough knowledge of credit union finance, operations, future industry trends, and specific areas of responsibility; member of Senior Management team; perform effective asset liability (A/L) management by working within the A/L framework and competently utilize tools and tactics to determine A/L strategies as well as address A/L mix; member of asset liability committee (ALCO) and responsible for compliance with Board approved A/L policy, also prepare A/L review packet monthly for ALCO, analyzing interest rate sensitivity, risks, and other factors affecting financial stability; manage, establish, and prepare overall budget process; perform tracking of annual budget; develop/measure cash flow projections to ensure availability of funds to meet identified needs; coordinate and manage all time-based accounting transactions; educate others on financial tools and outcomes; prepare/present financial information in easily understandable manner, as well as instructing others on implementing effective budgeting process.

### UniWyo Federal Credit Union

Controller/VP Operations/VP Finance

From: 06-JULY-1998 To: 01-AUGUST-2003

I was originally hired as controller to oversee the operations department which consisted of member service and tellers, along with supervising and performing all accounting and finance responsibilities. During my tenure at UniWyo FCU, the credit union grew from \$58 million in assets to \$100 million in assets. Due to this growth, it became necessary to divide the operations department into a Finance Department and an Operations Department. I coordinated and implemented this division of departments and developed three positions titled Teller Department Manager, VP Operations, and VP Finance, the position I retained. The Teller Department

Manager began reporting to the VP Operations, along with the member service representatives. All finance and back office processing duties reported to VP Finance. During my tenure responsibilities consisted of: maintain open line of communication to President by advising, informing, and updating as necessary so President is well informed on critical issues; Assist President with administration of accounting/operations departments ensuring compliance with established policies and procedures, GAAP, NCUA; analyzing financial data; preparation/tracking of annual budget; creating/maintaining effective retention program; compilation/submission of state and federal reports; preparation of monthly Board of Directors reports; monthly reconciliation for all asset, liability, and equity general ledger accounts; member of Asset Liability Committee; administer health/retirement programs; write job descriptions; perform evaluations; recommend salary adjustments; customer service.

#### University of Wyoming/Off-Campus Credit Courses

Accounting Associate

From: 10-NOVEMBER-1997 To: 06-JULY-1998

Maintain and process student billing; process student payments; coordinate with other departments in tracking and maintaining student accounts; perform accounts payable functions; prepare and process non-benefited employee paperwork for employment with Human Resources and for payment with Payroll Department; reconcile monthly reports; correspond with seven regional offices relating to student accounts and part-time employment; provide customer service and trouble shoot customer calls.

#### University of Wyoming/IT Department

Account Technician II-III; Accounting Associate

From: 16-JULY-1990 To: 10-NOVEMBER-1997

Account Technician II (7/90-6/92): create and maintain student and employee accounts; maintain accounts receivable for students, employees, and departments; process and distribute monthly billing for all accounts; prepare and maintain accounts receivable monthly reports to management; administer customer service desk and promote services offered by department. Account Technician III (7/92-6/95): reconcile vendor bills with call records; monitor daily for possible problems or errors with system and fraudulent activity; provide monthly statistics and reports to management; investigate all possible fraud and provide management with detailed reports as to findings. Accounting Associate (6/95-11/97): maintain and process accounting and billing associated with departmental telecommunication services; perform accounts payable function associated with departmental billing; interface with department contacts; answer inquires and maintain department billing records; establish, pay, and bill cellular services for departments.

#### High Country Equipment

Office Manager

From: 01-APRIL-1989 To: 16-JULY-1990

Responsible for petty cash, daily deposit, accounts payable, accounts receivable, balancing checking accounts, supervise, perform completion of closing of books monthly and annually.

Bit-O-Wyo Ranches, Inc.

VP Finance/Controller

From: 01-DECEMBER-1987 To: 31-MARCH-1989

Organize development projects, delegation of project objectives to middle management, supervise and perform general accounting responsibilities, purchasing, and land investment structuring.

QUPAQ, INC.

VP/Controller

From: 01-DECEMBER-1987 To: 31-MARCH-1989

Purchasing, project management, general accounting, plan, supervise, and perform financial activities working with corporation's president and CPA.

Boner Ranch

Partner/Manager

From: 01-OCTOBER-1973 To: 17-AUGUST-1984

Assist in management, and the working, of ranch operations and personnel; bookkeeping and organization of public relations events related to annual registered bull sale.