

Karen McKee

3527 Sevierville Road

Maryville, TN 37804

Blount County Board of Commissioners:

Amy Paganelli informed me of a recent opening on the Blount County Audit Committee. I wanted to let you know of my interest in serving on this committee.

I am a nine-year resident of Blount County and take pride in my county of residence. In my opinion, this is the best place to live. I embrace the opportunity to become involved in my community. I believe this, along with my extensive accounting, auditing, and financial statement experience, make me a great candidate for this committee.

Please review my enclosed resume for further information on my education and experience. Thank you so much for your attention and consideration.

Sincerely,



Karen McKee

Encl: Resume

Karen Phillips McKee, CPA

3527 Sevierville Road
Maryville, TN 37804

Education

August 2000

University of Tennessee, Knoxville
Master of Accountancy

May 1999

University of Tennessee, Chattanooga
Bachelor of Science in Accounting
GPA: 3.94 / 4.0

Experience

Sept 2018-Present

The University of Tennessee, Office of the Controller, Knoxville, TN
Assistant Controller

- Provide official external financial reporting and internal financial reports to senior leadership used for strategic planning and goal setting.
- Assist in oversight of financial compliance in sponsored project management.
- Oversee accounting process and control function of the university's financial classification and structure.
- Perform administrative duties, including hiring, disciplining, supervising, and performance appraisals of financial specialists.

June 2010-August 2018

The University of Tennessee, Office of the Controller, Knoxville, TN
Financial Specialist II

- Reconcile and initiate payments for debt service for commercial paper and bonds.
- Provide future debt estimates to campuses for budgeting purposes.
- Final approval of all charges related to university construction projects.
- Hold retainage on construction contracts and apply interest earnings.
- Prepare various schedules for the annual Report of the Treasurer and assist with financial statement preparation.

Sept 2000-May 2010

Comptroller of the Treasury, Division of State Audit, Knoxville, TN
Financial and Compliance Auditor

- Conduct various college and university audits, including the University of Tennessee, in accordance with federal and state laws and university policies.
- Supervise audit team, from one to ten members at a time.
- Train new employees in their duties.
- Audit various sections of the financial statements.

Other Activities

Association of Government Accountants, East Tennessee Chapter
Member since 2016
President 17-18 Program Year, received Platinum Award

The Lighthouse Church, Maryville, TN
Member since 2009