

HEATHER S. MOHNKERN

SUMMARY OF QUALIFICATIONS

- Elected Venango County Auditor experienced in local county government operations - 9 years
 - Proficient small business accounting consultant and support for regional small businesses, corporations, non-profits, and government institutions using QuickBooks accounting software – 16 years
 - Experienced communicator and presenter for area corporations & educational institutions of higher learning in the technology and accounting/bookkeeping fields – 20 years
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SELECTED ACCOMPLISHMENTS

- Presented training for the PA State Association of County Auditor's after only two years in office; served as organizational Treasurer
- **Certified in various technology related fields: Microsoft Office Specialist in Word, Excel, Access, & PowerPoint, A+ & Network+ Certification, QuickBooks Pro Advisor; certifications in desktop operating systems and former MCSE certification**
- PA Certified Secondary Teacher with Instructional I Certificate (currently inactive status)

PROFESSIONAL EXPERIENCE

Venango County – Elected Auditor

2008 – present

Responsible for working together with two other elected auditors to accomplish the following:

- Reconcile row office, tax collector, & departmental county related funds with official bank records
- Verify internal controls and processes are adhered to by elected officials and departmental managers
- Compile the annual DCED financial report and compare its accuracy with the outside audit report
- Audit all District Magistrate accounts and report results to the Auditor General of PA
- Make recommendations as a result of our audits to county officials & the electorate when needed
- Participate in row office meetings, budget hearings and any other role pertinent to the job of county auditor

One to Many Computer & Training Solutions, LLC – Owner/Operator/Lead Trainer

2004 – present

- Responsible for managing all sales & marketing functions
Contractual & Repeating Clients include:
 - Northwest Commission, Clarion University
 - Small Business Development Center of Clarion University
 - Warren/Forest/Mercer/Venango Higher Education Councils
- Responsible for securing & evaluating subcontract trainers as needed
- Responsible for evaluating and developing customized curriculum
- Responsible for all financial reporting

Fishermen's Net – Executive Director

2010 – 2013

- Responsible for organizing and promoting cooperative ministries between area churches and 501C3 organizations

CSONline/The Learning Center/Computer Showcase – Former Co-Owner

1984 – 2003

- Instrumental in the founding of The Learning Center before sale to new owner 2015 – June 2016
 - Also performed the duties of Service Manager and General/Network Sales
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- Provided computer training instruction for corporate clients as well as Venango College's Applied Technology Program

May and Company Certified Public Accountants – Accounting Intern

1987 – 1988 summers

- Assisted in township and school audits
- Assisted in preparation of corporate and individual tax returns
- Assisted in preparation of 5500 pension reports

RELATED EDUCATION

Grove City College – Graduated Magna Cum Laude with a BA in Accounting and Business Education

1984 – 1988

COMMUNITY INVOLVEMENTS

Venango County Tea Party/Republican Party

- Elected Committee Person for the Oil City 5 Precinct & former Party Treasurer
- Actively promoting the Tea Party principles of fiscal responsibility, constitutionally limited government, & free market economic principles

Mustard Seed Missions

- Instrumental in the organization and start up of this faith based mission which partners with Venango County Human Services to help people in great need

Fort Venango Mike & Key Ham Radio Club

- Licensed Ham Radio operator operating under a General class license

Youth for Christ Ministry Volunteer/Paid Staff

- Organized high-impact weekly and special events for 50-70 youth
- Worked in conjunction with Franklin Area High School to bring training to youth during their high school day

PERSONAL

- Very proud mother of two daughters, Shelby (23) and Mallory (21)
- Happily married to Keith Mohnkern (28 yrs) who is employed by Clarion University as a Computer Support Help Desk Professional