

# Laurita J. Barber

Office Manager/Accountant

## CURRENT POSITION

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**NAMI Franklin County ♦ Columbus, OH**

*Office Manager & Accountant / July 2016 – Present*

### Office Manager/Administration

- Direct report to Executive Director
- Oversee office administration
- Balance changing demands and schedules based on community needs
- Perform HR responsibilities
- Annually produce and distribute Ending the Silence materials for Franklin County Middle and High Schools
- Coordinate fee-based printing services for community agencies
- Certified State Trainer for numerous NAMI Signature programs and Mental Health First Aid

### Accounting

- Responsible for all accounting functions and coordination of payroll
- Ensure the integrity of accounting records
- Work with CFO and external auditors to support audits and control reviews
- Fiduciary agent for Franklin County Mental Health Court and Franklin County Youth Commission

## PREVIOUS POSITIONS

**Disability / November 2010 – June 2016**

- Diagnosed with Multiple Sclerosis in 2002, resigned from Mac Tools Oct 2010 due to complications with MS, on disability
- July 2016 came off disability and re-entered the workforce

**Mac Tools ♦ Columbus, OH**

*Government Contracts Administrator & Cash Applications Analyst*

*December 2001 – October 2010*

**Various Banking, Financial, Federal Accounting and Entrepreneurial Positions**

*1980 - 2001*

## EDUCATION

**Franklin University ♦ Columbus, OH**

*B.S., Accounting / July 2002*

## MILITARY

- **US Army**  
*Honorable Discharge - 1977*
- **Ohio Army National Guard ♦ Columbus, OH**  
*October 1982 - October 1988*

Please feel free to contact me should you have additional questions.