

JOAN M. RADTKE

3722 GEORGE RD, WISCONSIN RAPIDS, WI 54495 • (715) 323-2643 • jtrads1986@gmail.com

PROFESSIONAL SUMMARY

Business analyst with more than 30 years of experience in financial systems, payroll, audit and internal control with a solid understanding of accounting processes and systems. Proficient in a wide variety of software applications including Oracle PeopleSoft, MS Office 365 and reporting tool packages.

EDUCATION

UW – EAU CLAIRE – Bachelors of Business Administration – Finance Major, Accounting Minor

AREAS OF EXPERTISE

Budget Development and Analysis	Oracle PeopleSoft ERP Software
Data Collection and Trend Analysis	Fund Accounting and Financial Reporting
Technical Writing and Editing	Administrative Project Management
Audit and Internal Control Best Practices	Policy and Procedure Review

WORK EXPERIENCE

TOWN OF SENECA • Wood County WI **2010 - 2013 & 2015 - 2022**

Elected Town Clerk / Appointed Town Treasurer – As Clerk, managed all aspects of town elections, maintained financial records and meeting minutes, preserved official municipal documents and conducted town business in accordance with state statutes. As Treasurer, responsible for all cash transactions and funds, receipts and disbursements, and annual collection of property tax roll.

WI DEPT OF TRANSPORTATION • Wisconsin Rapids WI **2012 - 2019**

Program & Policy Analyst – Advanced - Provided regional and divisional financial and budgetary analysis for WisDOT operating budget. Monitored regional performance indicators and utilized best practices on budgetary matters.

MID-STATE TECHNICAL COLLEGE • Wisconsin Rapids WI **2000 - 2011**

Student Financial Specialist - Subject matter expert for PeopleSoft Student Financials Module and all student financial-related systems, policies and procedures. This included tuition and fees, receivables and collections, tuition payment plans, state and federal compliance and general ledger reconciliations.

Contracted Consultant - Senior Accountant / Student Records Specialist

Assisted in college-wide conversion and functional implementation of PeopleSoft ERP System; Maintained and resolved software functionality issues. Developed data queries and reports for data analysis.

MEMBERS' ADVANTAGE CREDIT UNION • Wisconsin Rapids WI **1999 - 2000**

Financial Analyst - Responsible for asset/liability and budget management, internal control structure and audit, financial analysis, and compliance/general reporting. Developed systems, policies and procedures.

WIPFLI YOUNG, CPAs • Madison WI **1987 - 1999**

Firm Administrator – Financial Institutions Division and Senior Staff Auditor

Supervised work flow in accounting, maintained personnel records, payroll and benefits for regional accounting firm. Performed credit union financial statement audits and directors' exams. Assisted commercial clients and small businesses in controller function.