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EDUCATION & CREDENTIALS

Master of Science in Accounting, The University of North Carolina at Greensboro
Bachelor of Science in Accounting, The University of North Carolina at Greensboro
Certified Public Accountant, North Carolina License Number 26098

WORK EXPERIENCE

LECTURER
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
BRYAN SCHOOL OF BUSINESS AND ECONOMICS
Accounting and Finance Department
August, 2018-Present

- ❑ Taught introductory level accounting courses to accounting and non-accounting majors
- ❑ Worked with faculty to develop and update curriculum as appropriate
- ❑ Held review sessions and additional study sessions for students on a weekly basis
- ❑ Worked with advising staff to enhance enrollment for both undergraduate and graduate courses.

CHIEF BUSINESS OFFICER
NATIONAL BOARD FOR CERTIFIED COUNSELORS & AFFILIATES (NBCC)

January, 2017 – July, 2018

- ❑ Evaluate behavioral health projects and credentials domestically and abroad.
- ❑ Develop and oversee budgets of \$8-16 million.
- ❑ Develop and learning management products.
- ❑ Oversee the development and administration of examinations for mental health counseling (licensure examinations, graduate level exit-comprehensive examinations, etc.).
- ❑ Develop credentials for behavioral health professions
- ❑ Secure and price new contracts for nonprofit management services.
- ❑ Supervise the informational technology function of the corporation.
- ❑ Supervise the human resource function of the affiliate group (120+).
- ❑ Oversee physical facilities.

VICE PRESIDENT

CENTER FOR CREDENTIALING AND EDUCATION (CCE)

Nonprofit affiliate of the National Board for Certified Counselors
September, 2013 – December, 2016

- ❑ Developed a variety of global credentials
- ❑ Oversaw the continued development and administration of worldwide assessment programs
- ❑ Oversee the expansion, implementation and ongoing administration of management contracts
- ❑ Expanded the jurisprudence and compliance testing for licensure boards within behavioral health
- ❑ Capitalized on growth opportunities within the credentialing and assessment community to promote safe and effective practice within licensure and credentialing

DEPARTMENT CHAIR – ACCOUNTING AND BUSINESS

DEPARTMENT

INTERIM DIVISION CHAIR – BUSINESS TECHNOLOGIES

(2008/2009 academic year)

GUILFORD TECHNICAL COMMUNITY COLLEGE (GTCC)

May, 2004 to May, 2013

- ❑ Interacted with local business leaders to develop curriculum for accounting, business, marketing, economics and global logistics.
- ❑ Managed a full-time faculty of 15 individuals and 22 adjuncts.
- ❑ Coordinated a state budget of over \$1.2 million.
- ❑ Continually taught Accounting Principles courses as well as Intermediate courses with some of the highest evaluations in the department.
- ❑ Partnered with staff to bring SAP training to one of the first community colleges in the country.
- ❑ Worked with local four year private and public institutions to develop and implement articulation agreements (2Plus, etc.).
- ❑ Implemented online instructional programs that met enrollment and quality standards consistently.
- ❑ Standardized curricula for transfer courses and ensured that faculty and coursework met accreditation standards.

ADJUNCT ACCOUNTING INSTRUCTOR

GUILFORD TECHNICAL COMMUNITY COLLEGE

August, 2001 to July, 2003

- ❑ Taught Principles of Accounting I and II, College Accounting and Intermediate Accounting I.

ASSOCIATE EXECUTIVE DIRECTOR, CORPORATE AFFAIRS
NATIONAL BOARD FOR CERTIFIED COUNSELORS (NBCC) AND
AFFILIATES

July, 1997 to November, 2000

- ❑ Reviewed financial policy (including tax, investments, purchasing, budgets, etc.) for a national certification board with over 33,000 certificants and two nonprofit affiliate corporations.
- ❑ Provided the Executive Director, Finance Committee and Board of Directors with recommendations for additions or changes to financial guidelines and strategy.
- ❑ Evaluated the financial status of the organization and reported findings to the Executive Director and Board of Directors.
- ❑ Developed contracts to provide services to other nonprofit agencies.
- ❑ Coordinated work regarding intellectual property with corporate counsel.
- ❑ Secured and reviewed all corporate insurance issues.
- ❑ Supervised personnel activities within the organization.
- ❑ Supervised database and computer hardware activities.

CONTROLLER

NATIONAL BOARD FOR CERTIFIED COUNSELORS (NBCC)
AND AFFILIATES

October, 1995 to July, 1997

- ❑ Generated financial reports sent to the Executive Director, Finance Committee and Board of Directors.
- ❑ Processed accounting transactions and generated financial statements.
- ❑ Drafted the annual budget for review by the Executive Director, Finance Committee and Board of Directors.
- ❑ Coordinated an annual independent audit.
- ❑ Reviewed tax policy and made recommendations on addition of corporate affiliates and filed all corporate tax returns.
- ❑ Reviewed and reported the performance of investments.
- ❑ Supervised accounting staff and the personnel function of the entire organization.

ACCOUNTANT

NATIONAL BOARD FOR CERTIFIED COUNSELORS (NBCC)

May, 1992 to October, 1995

- ❑ Processed financial transactions and generated internal financial statements.
- ❑ Drafted annual budget for review by management staff and Executive Director.
- ❑ Coordinated annual independent audit.
- ❑ Filed all corporate tax returns.
- ❑ Reviewed and reported on the performance of investments.

PROFESSIONAL
ASSOCIATIONS

Current Member, American Institute of Certified Public Accountants

Current Member, North Carolina Association of Certified Public
Accountants

Past Chair – Scholarship Sub-Committee, North Carolina Board of
Certified Public Accountants Education Committee.

Treasurer and Board Member – American Clinical Mental Health
Counseling Association – 2016/2017