

About the Instructor

Melanie Radcliff knows that a supervisor and manager who can quickly translate work situations into financial statement components is a successful supervisor or manager.

As a small business owner herself, Melanie understands first-hand the challenges of running a business. Melanie holds a degree in Accounting from Arkansas State University, passed the CPA exam in 1998, and has been a licensed investment broker since 2000. Her unique blend of workplace knowledge, finance and humor have deemed her the nickname “working man’s advisor.” Join Melanie as she demystifies the financial world.

Finance & Accounting for Non-Financial Managers

*Finance jargon and
savvy for business managers*

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Finance & Accounting for Non-Financial Managers

Finance jargon and savvy for business managers

This intensive 12-hour course is designed for professionals who have a limited background with financial concepts or who wish to update their knowledge of basic finance and accounting. Overcome your fear of finance and finance jargon. From accruals to write-offs, from accounts receivable to working capital, this seminar covers the concepts, tools and techniques that will help you make each decision pay off – on the bottom line.



Mid- to upper-level managers from areas such as marketing, sales, IT, manufacturing or engineering, as well as general managers who have promoted through this route, will discover how financial data are generated, reported and used for decision making, analysis and valuation.

Give us 12 hours and we'll give you a CFO's insight into the key concepts of finance:

- Make better bottom-line decisions with a working knowledge of the numbers end of business.
- Gain a new sense of confidence when dealing with financial professionals.
- Expand your professional expertise and add value to your career.

How to Register

To register for the Finance & Accounting for Non-Financial Managers course, please contact Karen Harmon at 479-788-7742, karen.harmon@uafs.edu.

We can bill your company, or accept individual payment. Further information will be available when you call to register.

For more information contact Kim Gordon at 479-788-7782 or kim.gordon@uafs.edu.

Key concepts covered . . .

- Differentiate between finance and accounting
- Grasp accounting fundamentals such as debits, credits and double-entry bookkeeping
- Analyze basic financial documents such as income statements and balance sheets
- Determine how assets, liabilities and equity affect your area of operation
- Apply financial risk/return principles to managerial decision making
- Justify requests for new equipment and other capital investments
- Improve budgeting skills
- Relate your department's financial performance to the bigger picture



**For course information
please contact:**

**Kim Gordon
kim.gordon@uafs.edu
or (479) 788-7782**

