

Financial Secretary Candidate
Mrs. Bernadine Jordan-Howard



I graduated from St. Augustine's (College) now University in 1976 with a Bachelors of Arts Degree (BA) in Business Administration. I am an active member of the St. Augustine's University National Alumni Association (SAU-NAA), and the Washington DC Metropolitan Alumni Association Chapter (WDCMAC) of SAU. I am also a member of Swing Phi Swing Social Fellowship, Inc.; Delta Sigma Theta Sorority, Inc. and The Original Circle of Friends (OCOF). I enjoy spending time with family and performing service within my community, reading and traveling.

I currently reside in Accokeek, Maryland.

Prior to retirement in 2013, I worked 36 years in private industry and the United States Federal Government, performing various assignments relating to management and supervision; administrative assistance and oversight; accounting and auditing. In 2014 and 2018 I served as the Treasure for "Jones for Sheriff" political campaign in Prince George's County, Maryland.

My vision of the Financial Secretary position is to maintain up-to-date and accurate records of funds received and to provide receipts for all transactions. In addition, maintain the receipt journal, reconcile all receipts and deposits. Also, ensure the funds are provided to the Treasurer for deposits in a timely manner.

I understand and accept that this position is voluntary with no financial support.

I am seeking this office to provide my skills knowledge and experience any way I can, assisting SAU-NAA to carry out our mission of providing support to our alma mater St. Augustine's University.