



**Susan M. Goss**

**IARII Titles: Assistant Office Manager, Safety Manager**

**NPS Position: Administrative Assistant**

Susan Goss has over 12 years of accounting experience. As IARII's Assistant Office Manager, Ms Goss provides invaluable assistance to the Office Manager in financial matters including payroll, accounts payable and receivables, generating financial reports, tax form preparation, rental unit management, record-keeping, and human resources management. She also provides clerical support to the IARII staff. Ms. Goss coordinates staff housing, transportation, and travel arrangements for off-island projects, is responsible for field supplies procurement, and is also the Safety Manager.

**Education**

Aiea High School, Aiea, HI (including business courses)

**Professional Positions**

Customer Service/Administrative Assistant, 1983-1988, Budget Rent-A-Car, Honolulu

Project Accountant, 1988-1998, Hawaiiiana Management Company, Honolulu

Administrative Assistant, 2002-2007, IARII, Honolulu

Assistant Office Manager and Safety Manager, 2007-present, IARII, Honolulu

**Recent Pacific Archaeological Projects**

Field Assistant, Waikane Valley, Reconnaissance Survey, O'ahu, 2003

Field Assistant, Bellows Air Force Base Sub-surface Testing, O'ahu, 2003

Field Assistant, MACS II Monitoring and Screening, MCBH, O'ahu, 2006

Field Assistant, Pond Road Screening and Testing, MCBH, O'ahu, 2007

**Special Skills**

PeachTree Accounting System

MS Excel and Word

Avgar, BJ Murray, 10 key by touch

Types approximately 55 wpm