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Virginia Tech Staff Employee of the Week

June 27, 2005

Name: Linda Altizer

Job Title: Program Support Technician Senior/
Bookkeeper

Employee's Home Department: Biological Systems
Engineering

Employee's College or VP Area: College of
Agriculture and Life Sciences

Nominated For: President's Award for Excellence

Nominated By: Dr. Lori Marsh, Extension Engineer

Virginia Tech Hire Date: November 6, 1978



Summary

As department bookkeeper, Linda performs numerous indispensable duties. She prepares monthly statements for every funded project for every faculty member. Linda also tracks the expenditure of funds distributed by the department head to each faculty member for travel, telephone, and other expenses and generates monthly statements for each of these accounts. In addition, Linda, with the help of a wage employee whom she supervises, processes all of the paper work for purchases, bills, and travel reimbursements. This particular duty is extremely time consuming. Thanks to her dedicated work, the department receives accolades for consistently exceeding the prompt payment standard set by the University Controller.

In March 2003, when the department's executive secretary retired, Linda was given many of that position's responsibilities. For a period of eight months, until we were authorized to hire a new executive secretary, she essentially held the operation of the department office together, while at the same time performing her bookkeeping responsibilities in an exemplary fashion. Had I not been witness to her dedication I would have thought such a feat impossible. Without any reservations, and on her own initiative, she often takes work home in the evenings and weekends to complete her work on time. She has been very active on several departmental committees and always does more than what is normally expected from an individual member. She represents the best Virginia Tech has to offer.

About the ["Staff Employee of the Week"](#) Program

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