

Elsie Immel-Blei

Vice-President



Education

The Ohio State University,
Columbus, BA
Anthropology

Certifications

Archaeologist, Level 3,
Ohio Archaeological
Council

PROFESSIONAL RESPONSIBILITIES

Serves as project manager and financial officer, and is responsible for budgeting and accounting for ASC Group. She is responsible for: tracking all financial transactions; handling all accounts receivable and accounts payable; oversees payroll processing and completes final payroll reporting.

EXPERTISE

- More than 35 years of experience in cultural resource management with specific concentration in the central Ohio Valley.
- Tracks all financial transactions;
- Handling all accounts receivable and accounts payable
- Oversees payroll processing and completes final payroll reporting.
- Tracking direct expenses for all projects;
- Reviews contracts for new projects;
- Secures and administers all company leases and loans.
- Trustee for the company 401k Plan.