Page 8C - THE CHARLOTTE POST - Thursday, June 27, 1985 ...And Bookkeeper

Dannette Gaither Assumes Position Of Office Manager

By Loretta Man Post Staff Writ Post Staff Writer Little did Dannette Gaither know when she walked into the offices of the Charlotte Post over seven years ago that her present position with the company would be that of bookkeeper and office manager.

On the day that Ms. Gaither was hired she had only come in with a friend who was seeking employ-ment at the Post. "I had only gone over to the Post to accompany a friend of mine and when we there, instead of stayin n we got the car, my friend sug-gested that I come in and fill out an application as fill out an application as well. So I did. It was ironic. I was hired before she was," recalled Ms.

Gaither. A graduate of Johnson C. Smith University with a Smith University with a degree in communications, Ms. Gaither's tenure with the Post began as a part-time writer. "Once I moved into a full-time position my duties were di-vided between working in the production department and functioning as a book-keeper," commented Ms. Gaither. As a further illustration

Calculators



Dannette GaitherJohnson C. Smith graduate

of Ms. Gaither's flexibili-ty, she pointed out that she used to sell promotional and classified ads over the telephone. But in 1960 all of Ms. Gaither's other roles were to make way for the full-time position of book-keeper.

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Looking back at the Looking back at the multi-positions she has held, Ms. Gaither reflect-ed. "I had always been a very eager employee, ready to learn anything new. So when I was put in different departments, I always thought of it as

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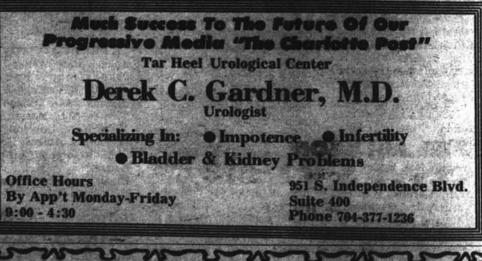
heing a challenge. As long as I was learning some-thing I enjoyed each de-partment I worked in." Today, although her roles have shortened, her responsibilities have not. As bookkeeper office manager, Ms. Gaither keeps the books straight as far as billing, crediting on accounts receivable, and accounts receivable, and accounts receivable, and accounts receivable, and accounts payable; she han-dles the payroll, main-tains personnel files, runs credit checks on potential advertisers, makes com-pany deposits, handles the employee tax statements and insurance matters. With all the duties and responsibilities thrusted upon Ms. Gaither, she han-dles them all in an effi-cient and professional manner. Even today, one of her greatest satisfactions in her job is "attacking a problem until she is satis-fied with the solution." Se-cond to that is the com-munication with people over the telephone.

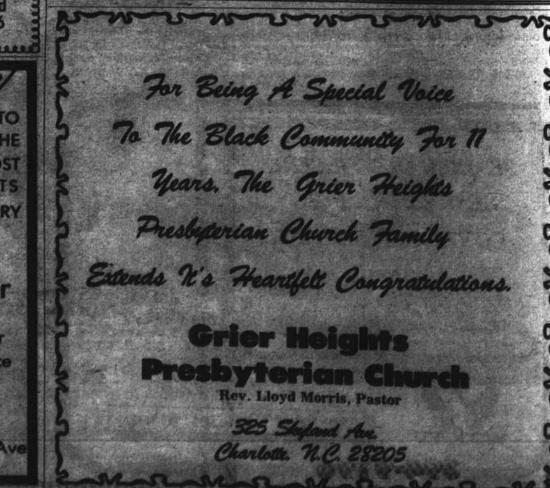
munication with people over the telephone.

In spite of the job satis-faction Ms. Gaither has mentioned, she speaks even more highly of one of the Post's most valuable assets, its employees. "Working for this particu-lar company I have to say I work with some of the best people you could find any-where. Even despite the turnover rate, there has never been any serious conflicts. I honestly don't think that I could find a better group of people to work with anywhere," con-cluded Ms. Gaither.









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