

...And Bookkeeper

# Dannette Gaither Assumes Position Of Office Manager

By Loretta Manago  
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 employment at the Post. "I had only gone over to the Post to accompany a friend of mine and when we got there, instead of staying in the car, my friend suggested that I come in and 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 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 divided between working in the production department and functioning as a bookkeeper," commented Ms. Gaither.

As a further illustration



Dannette Gaither  
.....Johnson C. Smith graduate

of Ms. Gaither's flexibility, she pointed out that she used to sell promotional and classified ads over the telephone. But in 1980 all of Ms. Gaither's other roles were to make way for the full-time position of bookkeeper.

Looking back at the multi-positions she has held, Ms. Gaither reflected. "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

being a challenge. As long as I was learning something I enjoyed each department 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 payable; she handles the payroll, maintains personnel files, runs credit checks on potential advertisers, makes company deposits, handles the employee tax statements and insurance matters.

With all the duties and responsibilities thrust upon Ms. Gaither, she handles them all in an efficient and professional manner. Even today, one of her greatest satisfactions in her job is "attacking a problem until she is satisfied with the solution." Second to that is the communication with people over the telephone.

In spite of the job satisfaction Ms. Gaither has mentioned, she speaks even more highly of one of the Post's most valuable assets, its employees. "Working for this particular company I have to say I work with some of the best people you could find anywhere. 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," concluded Ms. Gaither.

**FIND  
IT  
FAST  
in the  
POST  
classified ads**

**BEST WISHES TO ---  
--- THE CHARLOTTE POST**

**University Flowers & Gifts**

**One Dozen Roses  
Cash & Carry \$10<sup>00</sup>  
Wrapped In Green  
Floral Paper**

**North Park Mall 598-9070**

**Much Success To The Future Of Our  
Progressive Media "The Charlotte Post"**

Tar Heel Urological Center

**Derek C. Gardner, M.D.**  
Urologist

Specializing In: ● Impotence ● Infertility  
● Bladder & Kidney Problems

Office Hours: 9:00 - 4:30  
By App't Monday-Friday

951 S. Independence Blvd.  
Suite 400  
Phone 704-377-1236

Whatever It Is.....

**TVE  
BOOKS  
RADIOS  
Calculators**

You Can Buy  
Or Sell  
**THE  
CHARLOTTE  
POST**  
Classified Ads!  
376-0496

Use The Charlotte  
Post Classified  
Ads 376-0496

**BEST WISHES &  
CONGRATULATIONS TO  
OUR FRIENDS AT  
THE CHARLOTTE POST...**

May You Continue To Provide  
Many More Years Of Service  
To Our City

From

**ANOTHER WORLD**

2344 Beatties Ford Rd.  
Charlotte, N.C.

**CONGRATULATIONS  
TO  
THE  
POST  
ON ITS  
ANNIVERSARY**

**Lil  
Booker**

... For Your  
Convenience

375-6424

2515 Booker Ave

*For Being A Special Voice  
To The Black Community For 11  
Years, The Grier Heights  
Presbyterian Church Family  
Extends It's Heartfelt Congratulations.*

**Grier Heights  
Presbyterian Church**

Rev. Lloyd Morris, Pastor

325 Shepard Ave.  
Charlotte, N.C. 28205