

DIRECTOR, FINANCE OPERATIONS

Executive Profile

Motivated executive professional with 20 years of progressive experience in Publishing and Non-Profit environments, including extensive experience in project management, budgeting and financial administration.

Consistently achieved optimal utilization of developing, delivering, and managing operations through process improvement planning, program coordination, and cultivation of strong business relationships. Possess an established track record of creating and implementing programs and long-term business strategies aimed at company growth. High-energy, results-oriented leader that continues to be a ambitiously collaborating team player who creates strategic alliances with organization leaders to effectively align with and support key business initiatives.

Skill Highlights

- Project management
- Budgeting expertise (Capital and Operating)
- Risk Management
- Analytical Skills
- Time Management
- Leadership/communication skills
- Negotiations expert
- Employee relations
- Self-motivated
- Customer-oriented
- Team Building
- Team Leadership

Core Accomplishments

Project Management: Â

Eliminated excel budgeting with an the addition of ABM software solution that streamlined data collection and automated reporting functionality.

Launched an on-line service that allowed our camp programs register through our website verses a manual excel tracking schedule.

Launched Audubon's first corporate T&E credit card programLaunched Audubon's first procurement card program. Led the process in launching Audubon's first on-line invoicing solution. Each of the last 4 bullets reduced transaction processing by 33%.

Financial Reporting : Â

Streamline as well as automate financial reporting through aligning our budget and accounting financial reporting to management. Played a lead role in Instituting a change in coding that expanded our reporting beyond location tracking to align with our projects outlined in our strategic plan.

Operations Management: Â

Spearheaded the creation of a team known as field solutions which would become the liaison of the home office and 100 plus offices around the country. Our focus, primarily financial support, also handled everything from fund raising to human resource concerns.

Professional Experience

Company Name August 2015 to Current Director, Finance Operations

City , State

After many years of successfully managing the budget/forecast process of a 100 million dollar national multi-state non-profit, I was asked to lead the areas of gift processing, banking and risk management areas. These segments of our national institution were fragmented and in much need of leadership.

- Gift Processing - led the charge to streamline the overall process from switching our banking relationship to a financial institution that best suited our needs; working with our new caging partner and our technology area to implement a check processing application across our network in an effort to create a more efficient work flow.
- Risk Management - working with the risk manager, we streamlined our allocation process through the creation of an insurance portal. This application created a clearer view of what each department head was incurring in each segment of insurance. We also were successful for in aligning our insurance policies on our fiscal year cycle.
- Banking - Our focus has been on consolidating our banking relationships. The role out of an online invoicing system and the set up of a procurement card program allowed us to close 35 bank accounts around the country.

Company Name October 2009 to July 2015 Director of Business Management and Field Solutions

City , State

- Team leader of 3 professionals whose goal was to be the liaison between the programs and the central office. The focus was preliminary financial, however, we assisted in HR, Legal and Technology concerns as well.
- Led the budget process from kickoff, preparation, review process to presentation to our board.
- Created clear and precise financial reports for program leaders and management to assist in making sound business decisions. Reports

ranging from cash flow to restricted and reserves funding. These new reports are examples of what I created to assist managers with decision making toward there programs.

Company Name May 2003 to October 2009 Director of Budgets
City , State

- Overhauled the the operating and capital budget process by implementing a more formal structured process which aligned with the mission of the organization . With 463 local Chapters, 22 state offices and 44 Audubon Centers across the country, My role was to lead the entire process from the initial kick off to the creation of consolidating reporting package which led to our presentation for approval from our the National board.
- Once the budget was approved, turned focus to assisting with year end process to ensure programs achieved there forecast for the current fiscal year.
- After year end was complete, prepared the first of two required forecasts that Audubon requires in each fiscal year.
- I led the process of transforming our excel based budget process to an automated seamless solution known as ABM (The Advanced Budget Module) which integrated with our financial edge accounting package. This enhanced our ability to track, consolidate and report our budgets and forecasts.

Company Name January 2000 to May 2003 Budget Manager
City , State

- Promoted to Audubon's first Budget Directors position.
- Oversaw the capital and budget process
- Led the conversion of Audubon's annual budget to a monthly budget tracking schedule which led to better cash management for the individual program and the organization as a whole

Company Name July 1999 to January 2000 Business Manager
City , State

- As Business Manager of Audubon magazine, my role was to manage all financial aspect of the publication and membership program. The magazine and membership budget represented 1/3 of Audubon's total operating budget.
- In FY00, in working with the publisher, the forecast for ad sales was weak. We took evasive measures, to reduce costs from manufacturing to staffing which offset the shortfall in ad sales.

Company Name February 1997 to July 1999 Senior Financial Analyst
City , State

- Jobson Medical Information, LLC operates as a healthcare publishing and communications company.
- It produces a range of publications, educational programs and materials, live events, symposium and Web sites that reach, teach, and influence healthcare professionals every month. I was responsible for the entire budget process, for each product. When I joined Jobson, the budget was 30 million, when I left it was 60 million. Through acquisitions and start ups, the company grew rapidly in the almost 5 years of my tenure.

Company Name August 1995 to February 1997 Financial Analyst
City , State

Promoted to financial analyst in which I worked with the operations manager to prepare the company's annual budget

Company Name November 1994 to August 1995 Billing Coordinator
City , State

- Join Audubon as a billing coordinator for the Optical division. Quick learner and implementor of satisfying changes to processing; prompted the by first promotion with Jobson, just 10 months into my tenure.

Company Name February 1991 to October 1994 Accounting Clerk
City , State

- While working in a bond counsel law firm on wall street. I initially was the backup to each segment of the department ranging from accounts payable and receivables, cash management and payroll;eventually the lead to accounts receivables, cash management as well as the system administrator to there IBM main frame solution.

Education
Wagner College Finance City , State , USA

Completed several courses in an MBA program

Bernard M. Baruch College, CUNY BBA : Operations Management City , State , USA

Minor in Accounting

Skills

Interpersonal: Â

- Excellent time management, organization and multi-tasking skills
- Take charge individual
- No one's fault attitude - we are one team

Technology: Â

- Microsoft office suite proficient
- Blackbaud financial software's
- Powerplan Budget/Forecasting solutions
- Datatel financial solutions
- Media Services Group (Magazine) software