

## FINANCE CONTROLLER

### Summary

Established goals and objectives, developed policies and procedures, recruited and trained staff, initiated and enhanced automated systems. Turned around "problem areas". Ensures compliance with and knowledge of governmental regulations and requirements. Defined and closely monitored short-and long-term goals and objectives for all departments. Excels at interacting with broad populations including senior management, staff, patients, and external auditors. Highly versatile, quickly masters' new roles, responsibilities, technologies, and environments. Initiate and spearheaded a special project resulting in measurable revenue growth; diffuses difficult situations with tact and ease.

### Skills

- Leadership/communication skills
- Product development
- Budgeting expertise
- Self-motivated
- Project management
- Small business development
- Client account management
- Customer-oriented

### Skills

Account reconciliation, accounting, administrative, budget preparation, budget, closing, commercial lending, contract negotiations, contracts, Credit, client, delivery, Department of Health, direction, financing, financial, financial controls, financial operation, financial statements, forecasting, funds, general ledger, grants, Human Resources, HR, Director, managing, Mental Health, Office, outlook, organizational, payroll, P.C., personnel, quality, quality assurance, quality control, reporting, research, supervisor, tax planning, annual reports, year-end.

### Education

Bachelor of Science 1996 New York Institute of Technology City, State, USA

MBA : Finance 1998 New York Institute of Technology City, State, USA

### Experience

Finance Controller 08/2010 to 09/2017 Company Name City, State

• Managed team 100 professionals.

• Oversees accounting and financial activities

• Managed all general ledger activity, reporting systems, GAAP standards

• Monitored timely and accurate monthly, quarterly and year-end closing process

• Prepared company forecasts and budget

• Coordinated, monitored, and supported taxation requirements in compliance with and knowledge of governmental regulations and requirements

• Managed and tracked the revenue of invested assets to ensure compliance with company policies and investment guidelines.

Administrator 10/2008 to 09/2017 Company Name City, State

- Manage the 32-person Corporate Practice Group which specializes in the taxation and tax planning for corporations and sole proprietorships.
- Wrote comprehensive practice manual for payroll taxation practice.
- Analyzes financial statements of major corporations, large domestic and investment companies and broker/dealers to evaluate credit quality for commercial lending decisions.
- Prepare Credit Approval Summaries on client's financial position in light of current economic conditions and future business outlook.
- Direct and implementation of financial operation, budget preparation and administration, audit, taxation, monthly closing of books of record, account reconciliation, and journal entry adjustments.
- Prepares monthly, quarterly, and annual reports summarizing and forecasting business activities and financial position on income and expenses.
- Develops financial statements, analyzes business trends and daily operating costs.

Manager of Finance 02/1997 to 12/2006 Company Name City, State

- Improved collections through the development of receivables performance measurement system to which project supervisor are held accountable.
- Upgraded the accounting department including personnel, job descriptions and financial controls to meet the requirements of a growing organization.
- Assisted external auditors in performing year-end audits.
- Monitored, reviewed and evaluated budget projections, grants / budget vs. actual day-to-day expenses, and provided advice on budgetary opportunities to address anticipated / projected shortfalls on an ongoing basis.
- Provided quality assurance audits to maintain process quality control plans.
- Assisted management in the development of long-term strategies and organizational implementation plans.
- Acted as lead on monthly budget projections and related research activities.
- Researched, developed, and implemented budgetary strategies designed to effectively and efficiently accomplish the hospital's mission.
- Worked as hospital / department liaison between the National Institute of Health (NIH), New York State Office of Mental Health (NYSOMH), New York City Department of Health and Mental Hygiene (NYCDMH), and private funded research contracts, training grants (NIH) T32 research related specific purpose funds.

Controller 02/1990 to 12/1996 Company Name City, State

- Established line of credit used in financing working capital requirements.

- Implemented departmental budget vs. actual reporting system.
- Consolidated branch accounting operations resulting in staff reduction.
- Improved P.C.-based general ledger and Account Payable software to improve reporting.
- Submitted monthly financial statements to Board of Director (BOD).
- Supervised four (4) direct and fifteen (15) indirect reports.
- Served as point of contact while managing key relationship with New York City Department of Health and Mental Hygiene (NYCDMH), banks, hospitals, universities, and other establishments to support service contract delivery and administration.
- Assumed additional responsibilities as needed, including oversight of Human Resources (HR), front desk, administrative staff, and IT functions.
- Presided over facility expansion and acquisition projects with direction of financial and budget forecasting and analysis, cost approval, contract negotiations, and associated functions.