

DIRECTOR OF FINANCE

Summary

Financial Statement Reporting & Analysis Budgeting & Forecasting SOX Compliance Accounts Payable/Receivable Sales & Use Tax Returns SEC Reporting Problem Identification & Resolution Internal & External Audit I.T. Support Payroll & H/R Management Process Improvements Data Extraction & Analysis

Highlights

Omega, Oracle, JDEdwards, MAS90, Essbase, Hyperion, Brio/BI, Quickbooks, FFIS, SAP, Microsoft (Excel, Word, PowerPoint, Access, Visio), FOCUSÂ®, ADP (Pay eXpert, PC Payroll, Workforce Now), Monarch, Choice Builder System and various other proprietary software systems

Experience

Director of Finance

April 2010 to Current Company Name i¼ City , State

- Promoted from Controller to Director of Finance in January 2015 Responsible for the monthly financial statements, annual budget, tax and reporting compliance, accounts payable, cash applications, collections, payroll, and financial analysis for the Firm.
- Provide leadership and development to staff of nine to ensure peak efficiencies and full utilization of accounting staff.
- Manage the external annual review/audit Create and compile a wide variety of special reports as requested by the Managing Partners and Chief Executive Officer.

Accountant/Senior Financial Analyst

March 2009 to April 2010 Company Name i¼ City , State

- Member of the Accounting and Payments Team within the Financial Management Division of Marketing & Regulatory Program Business Services for Animal & Plant Health Inspection Service (APHIS).
- Certifying Officer responsible for reviewing and approving various types of foreign and domestic payments for three different Federal Agencies in accordance with Appropriation Law, Program Directives, and Agency Policy.
- Provided leadership in the design, implementation, and maintenance of automated systems related to financial, accounting, and budgetary functions; Agency Accounts Payable Subject Matter Expert (SME) for SAP computer conversion.
- Reviewed payment processes to ensure that the correct and most efficient methods were used.
- Responsible for administering domestic and international reimbursable cooperative trust fund accounts, monitoring transactions to ensure that the cooperator's budgets were not exceeded, served as the point of contact for a full range of operational matters, and researched and resolved problems.
- Developed a new process for reconciling cooperative trust accounts that resulted in minimum savings of ten hours per month.
- Dramatically increased the monthly percentage reconciled from 10% to 95%.

Controller

January 1998 to March 2009 Company Name i¼ City , State

- Hands-on manager responsible for financial reporting & analysis, SOX compliance, budgeting, quarterly forecasts, sales & use tax returns, and month-end close.
- Managed accounts payable, accounts receivable, payroll, and human resources.
- Shortly after starting in this position, discovered a design flaw in computer program.
- Took initiative and created an advanced data extraction template to gather data and evaluate materiality.
- Amended monthly sales & use tax returns for a three year period for MN and WI and recovered over \$200,000.
- Chosen by Corporate Controller for special project - acted as Regional Controller for four years.
- o Traveled monthly to our Omaha location as management consultant to General Manager & location Controller.
- o Designed new computer reporting systems to improve efficiency, accuracy and timeliness of sales & use tax reporting.
- Reduced sales tax liability by more than 15%.
- o Developed new procedures for purchasing and accounts payable, which strengthened internal controls and provided better visibility of variances.
- o Improved month-end close processes; shortened close by 1 day.
- Consistently exceeded reporting expectations by completing month-end close by the third business day; other locations closed on the 5th business day.
- Team member for computer conversion from MAS90 to JDEdwards.
- Supervise a staff of four (Billing Manager, H/R Manager, Credit Manager, Payroll Administrator).
- Recognized as problem solver and trouble-shooter.
- Sought out as first point of contact for computer & software issues.

Controller

January 1991 to January 1998 Company Name i¼ City , State

- Promoted from Assistant Controller to Controller in May 1993 Promoted from Controller to Manager of Information & Reporting Systems in October 1996 Responsible for the consolidated financial statements & annual budgeting process for nine divisions.
- Prepared and reviewed 10Q and 10K SEC reports.
- Supervised a staff of seven (Accounts Payable, Human Resources, Payroll, and Accounting).
- Implemented cost tracking and scheduling system for Land Development Department.

- Involved in process re-engineering; suggested new processes resulting in cost savings.
- Team member for two computer conversions.
- Assisted with the development and testing of proprietary software.
- Involved in data extraction & migration, testing, and training end users.
- Developed an Accounting Policy and Procedures Training Manual.

Education

M.B.A : Management University of St. Thomas ¾ City , State GPA: GPA: 3.9 Management GPA: 3.9

Bachelor of Arts : Accounting Computer Science St. Mary's University of Minnesota ¾ City , State GPA: GPA: 3.9 Accounting Computer Science GPA: 3.9

Certified Public Accountant, State of Minnesota (1988), License number 11547

Affiliations

ALA- Association of Legal Administrators ALAMN - Minnesota Chapter of Association of Legal Administrators American Institute of Certified Public Accountants - AICPA Minnesota Society of Certified Public Accountants - MNCPA

Skills

Accounting, accounts payable, accounts receivable, ADP, Agency, Billing, Brio, budgeting, budgets, budget, BI, Controller, conversion, Certified Public Accountant, Credit, Essbase, Finance, financial, financial analysis, Financial Management, financial reporting, financial statements, General Manager, Human Resources, Hyperion, JDEdwards, leadership, leadership and development, Law, Director, Managing, management consultant, Marketing, MAS90, Access, Excel, PowerPoint, Word, migration, Monarch, Oracle, Payroll, peak, problem solver, process re-engineering, processes, purchasing, Quickbooks, reconciling, reporting, sales, SAP, scheduling, tax, Visio