***RESUME FOR:***

**Harold Wayne Guinn**

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**Strengths –**

* Effectively manage staffs at multiple locations while developing a team spirit
* Experienced with GAAP requirements and staying compliant with them
* Experienced in Compliance management-Local, State, Federal, UCC, UL, PCI & DSS, Contract, GAAP, FASB, OMB A-133
* Experienced with IT functions including hardware, software, IT Management, and multiple accounting software products
* Experience with and managing HR functions
* Experienced with Sales/use tax and Payroll in multiple States
* Experienced with managing, developing, and implementing budgetary processes and reporting for multiple funding sources with multiple fiscal year periods
* Experienced in managing and negotiating all staff Benefits

**Accounting Software Experience –**

\* Financial Edge by Black Baud \* NetSuite Financial and CRM

\* Sage MIP Fund Accounting \* Quicken and QuickBooks

\* Sage Timberline Construction \* ADP Payroll systems

\* Crystal Report Writer \* Salesforce Database

**CURRENT POSITION:**

**NATIONAL SOCIETY OF COLLEGIATE SCHOLARS** (May 2008 to April 2013) Started as Director of Finance and currently Sr. Vice President of Finance and Administration. Developed and maintained all accounting processes including month end reconciliations, bank reconciliations, deposits and banking relationships, payroll and benefit payments, accounts payable, account reconciliations, and audit coordination and completion. Oversee and file 9900 tax return and 5500 SF return. Changed procedures and processes to get end of month reporting completed within 10 days following the end of the month. Coordinate end of year audit processes and complete them without findings in record times. Develop policies for financial continuity between all of the departments and train personnel in best business and financial practices. Supervise HR and IT functions including reporting. Developed, implemented, and maintain employee systems that imports directly into the accounting software saving countless hours of staff and accounting time.

**PRIOR POSITIONS:**

**Consulting Positions -** (May 1999 – July 2008) Below are some highlights of clients served

**SKYLINE CAP Inc.** (2008) Interim CFO who helped clean up accounting issues with their MIP software, and brought up to date State and Federal Grant reports for a Community Action and Headstart grantee. Helped interview and recruit new CFO candidate.

**WAZT Television – AZTV Network/Church of the Valley** (2007-2008) Assisted in setting up accounting procedures, developing marketing strategies, refinancing of debt structure, for financially troubled TV network. Established accounting/payroll system for associated church ministry and was the project manager for a $5 million new building and assisted with bond financing.

**WASHINGTON STATE CHILD CARE RESOURCE AND REFERRAL NETWORK (**2005-2007**)** part-time CFO of multi-million dollar non-profit agency to train and provide training, advocacy, and resource development to child care agencies across the State of Washington. Provide operation and training expertise to staff and agency while managing the accounting, reporting, and budget processes of the agency. Advanced experience with MIP Fund accounting software. (Direct Reports: 2, Annual Budget: up to $2 million)

**Harold E Lemay Museum** (2006-2007) part-time Director of Finance helped to establish their accounting system using Black Baud and Raiser’s Edge software. Assisted in filing grant paperwork for City of Tacoma Grant of land for building of new facility, helped to reconcile prior year audit issues, created reports for Board, grantees, large corporate investors, and established investment strategies and polices for large donations for new multi-million dollar building project.

**Prium Companies, LLC** (2005-2006) set up accounting system for $200-300-million dollar real estate management company who managed the properties and did construction of new developments. Did sales and use tax filings, established financial statements for the multiple properties for the investors and banks. Researched and oversaw implementation of a new software package tailored to real estate management and development. This included being trained in Yardi software as part of the evaluation process.

**Fire Systems West** (2004-2005) Interim Controller for a fire systems contractor. accounting, collections, administrative staff, HR and payroll functions, and operations for a $25 million dollar company. Develop, implement, and train on new policies for five multi-state area offices. Develop Crystal Reports for aging and collections. (Direct Reports: 4, Annual Budget: up to $50 million)Performed union payrolls and benefits, established self-insured health care program, developed bank reports on line of credit, established multi-state sales/use tax reporting and filing system, did Davis-Bacon prevailing wage filings, oversaw annual audit and tax return preparation, and oversaw the restructuring of IT department.

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**Stonecroft Ministries** (2003-2004) International women’s organization who lost both founders. Helped research history (financially and growth) and prepared presentation for Board to evaluate future of organization. Managed all IT, video, and Web departments. Facilitated development and implementation of new Web site(s) and new database for multi-millions of members.

**PROTECTION ONE ALARM MONITORING, INC.** (March 1997 – February, 1999) Licensing and compliance administrator for a National alarm monitoring company. In charge of compliance for federal, state, city, and other municipal licenses as well as the monitoring compliance for UL and other industry regulations for the company and its dealers. Started this department and developed and maintained systems for monitoring the compliance of company and dealers licenses. Supervised compliance staff in three offices across the country. Company went through acquisition by larger company. (Direct Reports: 4, Annual Budget: up to $250 million)

**NEW LIFE FELLOWSHIP, INC.** (1991 – 1997) Started a new senior adult foster care home and personal counseling ministry which provided medical supervision, care, and housing for senior adults and personal counseling to the community. As the President, Treasurer, and administrator, maintained all billing, payroll, license, and financial records. I sold this business.

**ZEELAND FARM SERVICES, INC.** (1991 – 1996) As Credit and Computer Manager, developed a new credit evaluation and collection system and new integrated marketing programs for this $20+ million dollar per year company. Established a new computer system for administrative and truck dispatching functions. Performed several regular functions for the freight and grain marketing divisions of the company: maintain computers, freight invoicing, credit contracts, customer service contacts, and maintained the freight rates and tariff filings for the freight division of the company.

**EDUCATION EXPERIENCE:**

**HOPE COLLEGE** Physics and math majors, Holland, Michigan

**MILITARY** Electron microscopy research technician and field medic training, Frederick, Maryland

**VIRGINIA COMMUNITY COLLEGE SYSTEM** General education, physics and math, and accounting studies. Graduate AS. Graduated with 4.0 GPA.

**NORFOLK STATE UNIVERSITY** Accounting and business administration studies.

**UNITED WESLEYAN COLLEGE** General education and religion credits and studies. Graduate BS.

**CONTINUING EDUCATION**:

Office 2000 Workshop MS Office Specialist Certification in Excel

Management/Supervision Seminar Seminar on Hiring and Firing - Clemson Univ.

Dun & Bradstreet Collection Seminar Grant Accounting Management

Legal Collection Seminar Network Administrator Seminar

Notary Public Certification ADP Software Training

Sage/MIP Software Training Non-profit Tax Institute

Fund Raising Accreditation Seminar Timberline Software training

NetSuite Accounting Training PeopleSoft-working familiarity