**SUMMARY**

Over twenty years of financial management (non-profit and for-profit) including developing budgets, AR, AP, and Payroll hands on and supervision. Includes audit preparation and preparing the financial reports for public, boards, and committees. Known for efficient and focused approach, with extensive accolades for improving procedures, establishing reporting standards, and optimizing customer service and output. Proficient in Excel, Word, Outlook and numerous accounting software packages.

**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
* Experienced in helping companies grow and become profitable and improve cash flows.
* Familiar with medical billing and accounting

**PROFESSIONAL EXPERIENCE**

**NATIONAL SOCIETY OF COLLEGIATE SCHOLARS** 5/2008 – 4/2013

***Sr. Vice President of Finance and Administration***

* Create audited financial statements, supporting footnotes and audit schedules for annual review by outside auditors,.
* Developed new, clear, and efficient accounting processes and procedures for bank and account reconciliations allowing financial reports to be generated by the end of the first week in each month following the end of the accounting period.
* Prepared schedules for the filing of 990 and 5500 SF returns.
* Supervised the HR and IT personnel and functions and the project management of new systems development.
* Developed import systems to import monthly expenses reports and payment requests into accounting system.
* Developed budget templates to facilitate and streamline the budget preparation and import process into the accounting system.
* Provided regular financial analysis of accounts as part of internal audit procedures.
* GL entries and month end reconciliations
* Monitored annual membership campaign (1 million members) and fund raising for 340 chapters nationwide.
* Prepare monthly and annual financial reports for management, Board, and program management.
* Managed all banking relationships including development of investment portfolio policy and implementation.
* Administrator of 403B retirement accounts.
* Promoted from Director of Finance to Sr. VP of Finance and administration via three separate promotions.

**CONSULTING POSITIONS** 5/1999 – 7/2008

***Interim CFO/Controller, General Manager, Accounting/Systems Analyst***

* **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 construction and management company. 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. In charge of accounting, collections, administrative staff, HR and payroll functions, and operations for a $50 million dollar company. Develop, implement, and train new policies for five multi-state area offices. Develop Crystal Reports for aging and collections. 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.
* **Stonecroft Ministries** (2003-2004) International women’s organization who lost both founders. Helped research history (financially and member 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.
* **Lutheran Family Services** (1999-2001) Established accounting and billing procedures for eight area offices which did medical billing for mental health. Supervised IT, AP, AR, payroll, and GL personnel and network administration. Did end of month GL reconciliations and prepared various billing and grant related reports.

**PROTECTION ONE ALARM MONITORING, INC.** 03/1997 – 02/1999

***National Licensing and Compliance Administrator***

* Built department that maintained Federal, State, Local, and UL licensing and compliance in all 50 states for employees, dealers, and corporate. Initially they were licensed in four states for a $250 million dollar annual company.
* Developed database to track all licenses.
* Supervised compliance staff in four regional offices.
* Key player in four national mergers as part of the due diligence team.

**NEW LIFE FELLOWSHIP, INC.** 01/1991 – 06/1997

***President/CFO***

* Built and managed Senior Adult foster care home.
* Maintained state and local licensing requirements.
* Did monthly billings to paying agents including insurance, state, and federal payees.
* Prepared all payroll, AP, and AR for company.
* Oversaw sell of business

**EDUCATION**

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

**MILITARY** Electron microscopy medical 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**

MS Office 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