Traci Rico

2212 Carol View C314 ⚫ Cardiff by the Sea, CA 92007 ⚫ (760) 822-3756 ⚫ tntrico@cox.net

E

nterprising, hard-working and technically skilled accounting professional with 15+ years extensive experience doing full financial statement audits, reviews, as well as experience planning, developing and implementing the month end close process.

Key Skills

|  |  |
| --- | --- |
| * Experienced in Microsoft Dynamics GP and FRx * Proficiency with Microsoft Office Suite and web-based reporting tools * Expert in QuickBooks Pro & MAS 90 software * Accounting systems assessment and integration * Vendor negotiations & management * Invoices/Expense Reports/Payment Transactions * Spreadsheets & accounting reports * Complex entity structure * General ledger management | * Cash flow reports * Budget development * Bank reconciliations * Confidential payroll processing * Account maintenance and financial reporting * Mastery of balance sheet and income statement * Foreign currency transactions * Records organization & management * Teambuilding & Staff Supervision * Financial consolidation |

Professional Experience

|  |  |
| --- | --- |
| **Accounting Manager**  Md7, LLC | 2006 to 2011  San Diego, CA |

Md7 provides cell site lease services for major wireless telecommunication companies both domestically and internationally, helping them reduce their costs and improving the quality and speed of their leases. Key achievements:

* Promoted to Accounting Manager within six months
* Assisted in converting the accounting system from QuickBooks Pro to Microsoft Dynamics GP
* Key player in automating AR related cash applications using Integrated Manager
* Reduced outstanding AR within the first two months by 40%
* Created a month end process to improve year end audit by preparing monthly audit schedules
* Oversight of the Accounts Payable, Accounts Receivable, General Accounting and Payroll
* Recognized for my achievements and dedication in 2007 by being honored with the Chairman’s Award, Md7's highest honor
* Received the 2009 Love Your Neighbor Award for organizing several company outreach programs within our community

|  |  |
| --- | --- |
| **Staff Accountant**  Orange Coast Title Company | 1997 to 2006  Santa Ana, CA |

Orange Coast Title is ranked among the top 5 privately owned underwritten title companies in the United States, offering residential resale title services to the real estate industry. Key achievements:

* Led the company through a payroll converted from Zurich to ADP and added HR tracking within the system for all 20 subsidiaries and 1,000+ employees in multi states
* Facilitated yearly property tax filling for 52 locations as well as maintained all state and federal corporate misc. filings for all companies (i.e. Multi-Worksite Report and Labor Audit Reports)
* Performed month end closing for 7 of the 20 subsidiaries companies by the 10th of every month
* Assisted in ensured smooth audits - Financial, Underwriters, DOI, Sales Tax, Property Tax
* Assisted in system conversion from Dos based system to Microsoft Dynamics Navision

Professional Experience (continued)

|  |  |
| --- | --- |
| **Office Manager/Accountant**  Nickerson Nursery | 1999 to 2000  Fallbrook, CA |

Nickerson Nursery was a family owned agriculture nursery operating in the Los Angeles and San Diego area. Key achievements:

* Successfully converted the record keeping from a manual paper system to QuickBooks Pro
* Collected 100% of all outstanding AR
* Negotiated with creditors to dissolve the business while preserving the family property

|  |  |
| --- | --- |
| **Accounting Manager**  Safeguard Security, Inc. | 1997 to 1998  San Diego, CA |

Private security services of premium corporate facilities, high- rise buildings, healthcare through out San Diego County. Key achievements:

* Performed all routine accounting duties: AP, AR, Payroll and Bank Reconciliations
* Prepared monthly Balance Sheet and Income Statements
* Key role in developing and implementing company handbook

|  |  |
| --- | --- |
| **Staff Accountant**  RealSelect, Inc. | 1995 to 1997  San Diego, CA |

RealSelect, Inc., operates REALTOR.com, an Internet site that features existing and new home listings, and real estate agent and broker services. RealSelect, Inc., doing business as Realtor.com, provides online real estate information and tools. It operates REALTOR.com, an Internet site that features existing and new home listings, and real estate agent and broker services. The company also operates HomeBuilder.com, a new home Internet site, which features new homes, lots and plans offered by home builders, and builder and remodeler services. In addition, it operates CommercialSource.com, an Internet site for commercial real estate brokers, which provides access to national and international commercial property listings. The company was founded in 1996 and is based in Thousand Oaks, California. RealSelect, Inc. is a subsidiary of Move, Inc.

Key achievements:

* Performed all routine accounting duties: AP, AR, Collections, Sales Tax, Payroll and Bank Reconciliations
* Created a month end process and reduced close from 20 to 15 business days

|  |  |
| --- | --- |
| **Office Manager**  Computer Car Buying | 1993 to 1994  Encinitas, CA |

Computer Car Buying was an automobile broker, allowing customer to purchase new vehicles without the hassle of having to go to a car dealership. RealSelect, Inc., doing business as Realtor.com, provides online real estate information and tools. It operates REALTOR.com, an Internet site that features existing and new home listings, and real estate agent and broker services. The company also operates HomeBuilder.com, a new home Internet site, which features new homes, lots and plans offered by home builders, and builder and remodeler services. In addition, it operates CommercialSource.com, an Internet site for commercial real estate brokers, which provides access to national and international commercial property listings. The company was founded in 1996 and is based in Thousand Oaks, California. RealSelect, Inc. is a subsidiary of Move, Inc.

Key achievements:

* Converted manual accounting system to an automated network based computer system
* Performed all routine accounting duties: AP, AR, Collections, Sales Tax, Payroll and Bank Reconciliations
* Prepared monthly Balance Sheet and Income Statement
* Setup and maintained personnel records
* Assisted Director of Operations

|  |  |
| --- | --- |
| **Office Manager/Volunteer Youth Leader**  North Coast Vineyard Christian Fellowship | 1991 to 1993  Oceanside, CA |

NCVCF is a Christ based church with several outreaches and ministries located in San Diego County.

Key achievements:

* Converted manual accounting system to an automated network based computer system
* Performed all routine accounting duties: AP, AR, Payroll and Bank Reconciliations
* Prepared monthly Balance Sheet and Income Statement
* Hired and supervised administrative staff
* Ran and organized the Jr. High Weekly Youth Group Ministry

Professional Experience (continued)

|  |  |
| --- | --- |
| **AR Staff Accountant**  James Mitchelle & Company | 1989 to 1991  San Diego, CA |

James Mitchelle & Company markets annuities and other insurance products and mutual funds to customers of financial institutions. Key achievements:

* Promoted twice during my employment with JMC: receptionist to New Business Admin then AR Staff Accountant
* Successfully balanced monthly AR to the GL
* Processed weekly commission statements for all financial provider companies
* Provided auditors with accurate analysis of AR

Education

University of phoenix – San Diego, CA

Business Administration Classes, 1997

GROSSMONT COLLEGE – El Cajon, CA

**Early Childhood Education,** 1987 – 1989

Awards & Services

2007 Md7 - Chairman’s Award

2009 Md7 - Love Your Neighbor Award

Girl Scout Leader - 2006 to current

Promises2Kids - 2010 Organized and collected 54 backpacks and school supplies

San Diego Food Bank - 2009 Organized and collected 1100 pounds of food for local people in need

Homes of Hope Inc. - 2007 Built homes in Mexico for families in need

Conner’s Cause for Children– Regular speaker / educator on childhood diseases