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| Nanette LB Pray 116 Indigo Street, Mystic, CT 06355  (860) 572-0414  [njlbp@hotmail.com](mailto:njlbp@hotmail.com) | | | |
| qualifications | | | |
|  | DIRECTOR OF FINANCE Over twenty years’ experience with high-volume accounting. Contributing to operational goals and personnel relations. Strengths include general ledger, financial statements, financial analysis, budgeting, cash management, and internal and external reporting. Prior experience in job cost accounting with construction firm. Proficiency in Diverse Computer Software to Include: Financial Edge, Microsoft Excel, Microsoft Word, as well as other financial software programs. | | |
| PROFESSIONAL EXPERIENCE | | | |
|  | Director of Fiscal Services | | 1999-Present |
| Child and Family Agency of S.E. CT, Inc., New London, CT   * Manage financial and accounting functions for multi funded $11 million dollar non-profit organization. Accountability extends to financial statements and management of line of credit. Hire and supervise accounting staff of ten. As management team member, participate in strategic planning, including expense forecasting and budgeting strategies. * Selected Contributions: * Provided financial data and accounting services in connection with two mergers. * Established a personnel budgeting system using Microsoft Excel to improve complete expense tracking for salaries and benefits of 170 staff members. * Improved relations with and reduced turnover among mid-management and support staff.   Track capital expenditures | | |
| Job Costing Clerk andRental Property Manager | 1997-1999 | |
| Soneco, Groton, CT  Processed invoices for payment. Updated and maintained vendor data base. Verified vendor statements. Track, calculate, and create job cost reports. Reconcile bank statements. Track capital expenditures. Maintained certificates of insurance for subcontractors. Generated check runs. Tracked lease payments, maintained leases, showed rental properties to prospective lessees, and arranged maintenance as needed. | | |