

FINANCE/HR SERVICES MANAGER

Accomplishments

- Human Resources Law Payroll Law State Controller Reporting Requirements Special Districts Financial Reporting Financial Report Tools/Systems Information Systems Management Cal-PERS Retirement Administration, Systems, Contracts California Special District Association - Leadership Summit Conference Property Casualty Insurance Reinsurance Accounting 101, 102, Cost & Tax Accounting Insurance Laws & Regulations Database Development & Management Customer Service & Team Building.

Professional Summary

ACCOUNTING & OPERATIONS LEADER Accomplished professional with proven career combining financial, accounting and operational leadership across government, public and private sectors. Highly adept at all accounting and finance functions, including accounts receivable, accounts payable, account reconciliation, ad hoc reporting, cost/revenue analysis, forecasting and budget management. Able to build strong cross-functional relationships to develop strategic initiatives and attain business goals and objectives. Expertise in Accounting and HR activities, various system enhancements, conversion projects, processing payroll, contract review and administration, benefits, compensation, union and vendor negotiations. Committed to driving internal improvements through the introduction of processes and projects.

Meticulous [job title], excellent at juggling multiple tasks and working under pressure. Broad industry experience includes Healthcare, Finance and Legal.

Motivated [Job Title] with solid experience managing all levels of large scale projects, including budgeting and administration.

[Job title] with [Number] years experience. Areas of expertise include [skills].

Skills

- Team liaison
- Extremely organized
- Budgeting and finance
- Process implementation
- Team leadership
- Data management
- Project management
- Risk management processes and analysis
- Strong verbal communication
- Self-motivated

Work History

Spoton Finance/HR Services Manager | Elk Grove, CA | January 2004 - January 2016

- Provided strategic leadership for finance and HR functions, supporting a workforce of 125 across 4 fire districts.
- Held direct accountability for all finance activities, including ad hoc reporting, forecasting, revenue/cost analysis, expense management, manage banking and lines of credit, AP and AR.
- Partnered with executive leadership in developing and implementing strategies, initiatives and programs based on operational assessment in order to drive continuous process improvement.
- Built and managed a staff of 5 accounting technicians, providing coaching, support and guidance to ensure optimal performance.
- Prepared, managed and allocated a total budget of \$15M for all districts.
- Coordinated and managed financial planning, analysis, auditing and reporting functions across all districts, working closely with district personnel to determine operational needs and prepare accurate financial forecasting.
- Developed and implemented processes and procedures that aligned with GAAP and industry accounting standards, as well as legislative requirements.
- Oversaw all HR tasks, including preparing and processing payroll, paid leave, health benefits, retirement/deferred compensation, worker's compensation, insurance, negotiating salaries and administering various types of contracts.
- Built strong relationships with Board members, Chief Officers and union representatives to facilitate the negotiation of union contracts.
- Selected to serve on committee for building a second fire station, which included developing proposed tax revenue structure in order to support the organization's Capital and workforce expansion.
- Recruited by other districts to oversee their financial reporting, compliance and HR support.
- Introduced new process to eliminate external accounting services, driving a \$30K annual cost savings per fire district.
- Introduced standardized payroll and accounting process across all fire districts.
- Created 2 databases for parcel tax billing, managing data, researching values and maintaining 20K total records.
- Provided training and direction for other districts on finance and accounting functions to support the attainment of operational goals and objectives.
- Partnered with grant teams to secure funding for the organization, managed funding of all grant programs.
- Worked with state of CA emergency services to coordinate the billing and reimbursement for all team members recruited for "strike teams," responding to CA emergency fire service deployment.
- Served as Board - Treasurer for the Windsor Fire Volunteer Fire Association Foundation; Managed financial reporting activity, coordinated fundraising events along with allocating profits/donations to appropriate projects; scholarships for future firefighters, host training events, Plan

and execute CPR and smoke detector programs, assist with special funding requests and events that support the fire service and community.

GROWING IMAGE LANDSCAPE Office Manager | City , STATE | January 1999 - January 2004

- Directed administrative, accounting and customer telephone support functions for this landscape design and implementation services company with \$2.5M in annual revenue.
- Coordinated billing and invoicing tasks, identifying and resolving all discrepancies to ensure client satisfaction.
- Managed projects, accounts receivable, accounts payable, account reconciliations and payment postings.
- Monitored cash flow, reconciling daily cash receipts to ensure accountability.
- Performed additional administrative functions to support the attainment of operational goals.

FIREMAN'S FUND Senior Financial Analyst/Accounting Supervisor/Accountant/Financial Asst./Customer Service Representative | City , STATE | January 1983 - January 1999

- Progressed through roles of increased responsibility to support finance and accounting functions for this General Counsel group with 285 employees across 30 offices.
- Managed \$32M budget, developed billing rates, managed aged accounts receivables, coordinated collections efforts and handled all financial reporting and analysis.
- Assisted with the development and implementation of new projects and resource enhancements, including all process improvement initiatives.
- Supervised 5 accounting personnel in a variety of capacities, with lines of business areas of responsibilities producing financial results of \$125M.
- Developed financial management reports, significantly reduced aged receivables greater than 120 days and increased overall processing efficiencies.

Education

Associate of Arts Business SANTA ROSA JUNIOR COLLEGE City , State Business

Skills

account reconciliations, Accounting, accounts payable, accounts receivables, accounts receivable, administrative, administrative functions, ad, AP, AR, Auditing, banking, benefits, billing, budget, daily cash receipts, cash flow, coaching, CA, contracts, Contract Management, Cost Analysis, CPR, credit, client, databases, direction, driving, emergency services, Finance, financial, financial forecasting, financial management, financial planning, financial reporting, fire service, forecasting, Functional, fundraising, Human Resources, HR, insurance, invoicing, leadership, Team Leadership, Regulatory Compliance, managing, negotiating, negotiation, payroll, processing payroll, personnel, Procedure Development, processes, Process Improvement, producing, Project Management, reconciling, Relationship Management, reporting, researching, strategic, Strategic Planning, tax, telephone, Trend

Additional Information

dont know what this means