

CONTROLLER/ HR MANAGER

Experience

Controller/ HR Manager

January 2010 to Current Aspire Public Schools i¼ Richmond , CA

- Audited, made correcting journal entries and verified accounts for the past three years of financials Payroll, pay all payroll liabilities, as well as file all Federal, State and Retirement reports.
- in preparation for Federal and State Employment and Tax audits.
- Perform all Financial and Managerial Analysis and Reporting including Budgets and Cash Flow.
- Run Perform all Human Resource duties.
- Installed a system of checks and balances to insure adherence to GAAP Guidelines.
- Did a detail audit and made correcting entries to ensure accuracy of the General Ledger and it's sub-ledgers.

Controller

January 2007 to January 2009 Aspire Public Schools i¼ Modesto , CA

- Prepare, consolidate and maintain financial statements for four multi-tiered health industry oriented holding companies, each with up to seven Assisted Care facilities with their own set of financials.
- Interacted with and was responsible for completing and filing forms and reports to Insurance Companies as well as Federal and State Agencies dealing with the medical and health claims and reimbursements on behalf of the patients/residents of the facilities as well as Caring Places Management.
- Managed 18 employees in the accounting, payroll and reporting department.
- Performed A/R functions, including but not limited to; verifying balances, invoicing, collections, reconciling, and adjustments.
- Verified, entered, and processed A/P assuring accuracy and timeliness to ensure that all discounts were taken advantage of.
- Entered, verified and processed bi-weekly payroll for 300 employees and paid corresponding payroll taxes and garnishments.
- Prepared yearly and monthly budgets and examined and reported variances to each facility's manager.
- Prepared reports for federal, state and banking requirements.

Controller

January 2005 to January 2007 Aspire Public Schools i¼ South Gate , CA

- Prepare financial statements.
- Responsible for reviewing general ledger accounts and making correcting journal entries.
- Prepare monthly management reports.
- Labor allocations, cost allocations, cost of production...) Design and maintain the general ledger chart of accounts Post monthly, quarterly and yearly accruals.
- Maintain and reconcile fixed assets schedules.
- Coordinate and supervise taking of quarterly inventory and investigate discrepancies Prepare and verify biweekly plant payroll and monthly administrative and engineering payrolls.
- Prepare and enter into the payroll system, items that need checks generated-tax deposits, loan repayments, garnishments, etc.
- Prepared and paid federal and state payroll taxes.
- Compile and verify and prepare commission statements for outside vendors and distributors.
- Complete sales and use tax returns and reconcile to sales invoices and accounts.
- Review and compare invoices to purchase orders and received goods and services and approve for payment.
- Perform all A/R functions for the company from preparing and mailing sales invoices to depositing the checks and verifying each process for accuracy and timeliness.
- Research / resolve customer / vendor discrepancies regarding payments of accounts for both accounts receivable and accounts payable.
- Perform daily bank reconciliations.

Controller

January 2002 to January 2005 Chs, Inc. i¼ Mooreton , ND

- Oversaw the conversion of the accounting system from a DOS based to a proprietary accounting system which integrated features for managerial and cost based reporting.
- Integrated a computer based information system which included intranet email and a communications network so that all members of the management team were aware of the company's itinerary and goals.
- Kept separate financials for a subsidiary company which allowed the management to gauge their profit margins and determine profitable lines of goods.

Financial Analyst/Controller

January 1996 to January 2002 Ag Specialties/AgChem Commission Co i¼ City , STATE

- Converted company from an outdated accounting program to an updated accounting system with customized reporting capabilities for management and sales as well as tax and financial.
- Installed new computer network system to replace multiple networks operating under multiple platforms to better enable the centralization of the compilation and sharing of data and communications.
- Set up more efficient & pertinent informational recording and reporting programs and procedures so that management and brokers could

more quickly and accurately assess company and individual transactions.

- Oversaw the acquisition of a retail company to complement the current wholesale and brokerage operations.

General Manager

January 1996 Taylor Snacks LLC King Bee LLC 1/4 City , STATE

- Served as interim General Manager and liaison between the original owner and the new parent company during the transfer of ownership.
- Reconciled accounts and brought long overdue NP & NR accounts current and re-established relationships between estranged customers and creditors.
- Oversaw the remodeling of current facilities and the installation of major equipment that doubled the local company's production capacity.
- Installed a piecework incentive pay structure which not only increased worker income but also increased worker productivity resulting in much greater profitability to the company.
- Production tripled while personnel only doubled in response to additional product requirements on behalf of the parent company.

General Manager/Controller

January 1988 to January 1996 Great Northwest Sausage Co., Inc 1/4 City , STATE

- Developed and implemented job cost accounting practices, performance tracking, and production scheduling plans to lower production costs by 35%, yet product quality increased dramatically.
- Overhauled marketing and sales promotion strategies and procedures to target profitable market segments.
- Company went from losing money for six consecutive years to profitability within two years of becoming General Manager.
- Sales and profits have continued to grow annually.
- Managed and supervised production personnel, office staff and marketing/sales force which included: hiring, training, assigning and reviewing work; preparing performance evaluations; training and handling disciplinary actions.
- In conjunction with customers, marketing management, sales staff and production personnel; identified and developed new opportunities within the marketplace.
- Established & monitored procurement & utilization policies for labor and material resources.
- Used both strategic and tactical planning, to develop company policies and procedures in order to establish a team and goal oriented workplace.
- Implemented process improvement and workflow design to optimize performance and quality.
- Prepared financial and operational statements & forecasts Collected, compiled & evaluated financial and managerial data, established standard costs as well as developed estimates using historical data and assumptions about the current period's activities.

Education

MBA Oregon State University

BS : Accounting Oregon State University GPA: Cum Laude Accounting Cum Laude

Skills

accounting, accounts payable, accounts receivable, accruals, administrative, A/P, bank reconciliations, banking, Budgets, bi, Cash Flow, conversion, cost accounting, DOS, email, features, filing, financials, Financial, financial statements, fixed assets, forms, General Ledger, General Manager, hiring, Human Resource, Insurance, inventory, invoicing, Managerial, marketing, market, marketing management, money, office, network, networks, Payroll, personnel, policies, process improvement, procurement, profit, promotion, quality, reconciling, recording, reporting, Research, retail, Sales, scheduling, strategic, Tax, taxes, workflow