**Shawn Ballard**

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**Professional Summary**

Results-driven Fund Controller & Accounting Manager with 20+ years of expertise in financial leadership and strategic management. Proven track record of optimizing financial operations, implementing internal controls and driving accurate reporting. A highly analytical leader adept at leading cross-functional teams, overseeing budgeting and forecasting processes, and ensuring regulatory compliance. Possessing exceptional skills in treasury management, financial analysis, and fostering collaborative relationships with stakeholders. Committed to achieving excellence in financial management and contributing to long-term business success.

**AREAS OF EXPERTISE:**

* Financial Reporting & Accounting Operations
* Budgeting & Cash Flow
* Internal Controls
* Regulatory Reporting and Communications
* Financial Analysis & Planning
* Staff Training/Leadership
* Month-end Closes
* Financial Analysis & Reporting
* Cost/Revenue Analysis
* Risk Analysis/Assessment
* Technology Integration
* Project Management
* General Ledger
* A/R & A/P
* Billing/Invoicing
* Problem Solving/Resolution
* Bank Reconciliations
* Collections
* GAAP Accounting

**PROFESSIONAL EXPERIENCE:**

**Longacre Asset Management – New York, NY February 2025 – July 2025**

Real estate investment firm with residential and commercial portfolio.

$100m Revenue

ERP – Yardi Voyager

**Fund Controller – Contract**

* Provided direction to the AP team with two direct reports AP manager and AP specialist.
* Administered the AP automation platform Avid Exchange and the expense management platform Ramp.
* Coordinated a clean up effort by reconciling vendor accounts.
* Reviewed BVA’s to determine the expense accruals for month end.
* Preformed treasury duties executing vendor payments through the online banking system and Ramp.
* Assisted CFO with the analysis for the decision making process.

**French Institute Alliance – New York, NY July 2024 – January 2025**

A cultural, education and arts foundation with a 125 year history providing language and arts courses and the production of film and theater performances.

$20m Revenue

ERP – Quickbooks Enterprise

**Fund Controller - Contract**

* Interface with executive team and board of directors to assist in the decision making process
* Oversee the AR and AP functions providing direction to two staff accountants
* Manage the month end close providing direction to a senior accountant
* Facilitate weekly meetings with directors to review BVA’s
* Treasury duties involving the execution of domestic and international payment in Chase banking system
* Business partner to HR and Payroll departments
* Implemented workflow improvements Bill.com and Expensify for AP and expense management.
* Executed a clean up project of the COA and class in QB to improve financial reporting

**TotalCareRX – Oakland Gardens, Queens** **Mar 2024 – June 2024**

Specialty Pharmacy offering elevated care through partnerships with medical institutions and a focus on providing dynamic costumer service.

$110m Revenue

ERP – Quickbooks Enterprise

**Fund Controller - Contract**

* Assist ownership with leading finance operations overseeing a team of 6 members
* Managing cash flow to ensure funds are incoming at the necessary level to meet operational and debt obligations.
* Facilitated the month end close process
* Present financial report deck to leadership team for budget overview and the decision making process
* Responsible for issuing compliance reporting to private equity and debt institutions

**Project Hospitality - Staten Island, New York Jan 2024 – Mar 2024**

Nonprofit established in 1982 serving the homeless population of Staten Island.

$50m Revenue

ERP – Sage Intacct

**Fund Controller - Contract**

* Assisted newly onboarded CFO with stabilizing month end close by executing 7 day schedule.
* Developed cash management module in Intacct to improve cash flow reporting.
* Worked with CFO to develop KPI reporting to identify program risk.
* Assisted with the completion of financial audit.

**Berlin Rosen, LLC – New York, NY Sept 2023 – Dec 2023**

Public relations agency specializing in communications, digital and creative strategies.

$70m Revenue

ERP - Netsuite

**Assistant Controller - Contract**

* Assist controller in the month end close and preparation of financial report deck.
* Coordinated Netsuite implementation projects for onboarding newly acquired entities.
* Coordinated with billing team for process documentation project.
* Coordinated the sale and use tax audit.

**International Cosmetics and Perfumes, Inc May 2023 – Sept 2023**

US distributor of London based cosmetics brand with 10 retail locations in NY, PA, TX and FL

$90m Revenue

ERP – Netsuite

**Assistant Controller - Contract**

* Assisted controller with month end close and financial reporting during company reorganization
* Facilitated improvements in reporting structure through the redesigned of modules in SAGE ERP
* Assisted with outstanding commercial rent tax matters relating to their NY and TX locations.
* Assisted with the development of the GL reporting module in ADP
* Assisted in the development of month close documentation project
* Provided financial audit support conducting research and producing ad hox reports.

**See Management, Inc. – New York, NY Sept 2022 – May 2023**

NYC based talent and production agency representing photographers and beauty professionals.

$50m Revenue

ERP – Quickbooks Online

**Controller – Contract**

* Facilitated the month end close and the preparation of the financial report deck for company principals.
* Owned the cash management reporting and decision making process.
* Managed the AR and AP teams to ensure they are operating effectively and efficiently.
* Processed weekly talent statement reporting and payments.
* Facilitated the integration of the billing system (CDS) with Quickbooks online.
* Processed monthly sale tax filing.

**Hale and Hearty Soups** New York, NY**Mar 2022 – Sept 2022**

Sixteen location restaurant chain offering high end organic soups.

$70m Revenue

ERP – Sage Intacct

**Controller - Contract**

* Assisted the CFO with post pandemic strategies to reopen stores involving the renegotiation of store leases and vendors and the implementation of a POS financial system.
* Responsible for the cash management report and decision-making process.
* Lead a team of two employees Senior and Staff accountants.
* Managed overall accounting operations A/R, A/P and general ledger.
* Facilitated month end close and variance analysis.
* Reported on weekly basis financial performance to leadership team.
* Liaison with an external accountant for audit, taxes, and reviews.
* Lead financial reporting for bankruptcy filing.

**Intrepid Museum – New York, NY Nov 2021 – Mar 2022**

Aerospace museum featuring interactive experiences for children.

$120m Revenue

ERP - Netsuite

**Controller - Contract**

* Responsible for the month end and financial reporting.
* Supervised the accounting operation for the organization (Ticketing and grants).
* Managed the payroll processing in ADP (350 employee headcount).
* Assisted CFO with financial audit.
* Developed financial reporting module and other tools in Netsuite

**SINY Dermatology - Brooklyn, NY                                              Nov 2020 – Nov 2021**

Six office dermatology practice providing medical and cosmetic services.

$70m Revenue

ERP Quickbooks Online

**Controller**

* Administered the cleanup and organization of financial records in accounting system and improved internal controls.
* Assisted the practice administrator with developing enhanced financial reporting focusing on key performance.
* Facilitated the procurement of $5m SBA loan and other bridge loans.
* Performed financial forecasting, reporting, and operational metrics tracking
* Lead a team of two employees Senior Accountant and Billing Analyst.
* Managed overall accounting operations A/R, A/P and general ledger.
* Facilitated month end close and variance analysis.
* Reported on financial performance and prepare for regular leadership review
* Liaison with an external accountant for audit, taxes, and reviews.

**CHIEF ENERGY - Staten Island, NY                                          Oct 2019 – Nov 2020**

Energy service company that supplies electricity and natural gas to utilities.

$60m Revenue

ERP – Quickbooks Online

**Controller**

* Supported the owner and COO with overseeing the financial affairs.
* Improved the reporting structure in QuickBooks by facilitating the integration with EC Infosystems.
* Assisted the COO with financial planning for entry into the New Jersey commercial marketplace.
* Responsible for budgeting, forecasting for all lines of business
* Lead a team of two employees Senior Accountant and Staff Accountant.
* Oversaw accounting operations A/R, A/P and general ledger.
* Facilitated month end close and variance analysis.
* Engaged in FP&A and business planning.
* Liaison to external accountant for audit, taxes, and reviews.
* Assisted COO with project management ensuring lead time was met.
* Responsible for human resource function recruiting, onboarding and offboarding.
* Liaison with institutional financiers for lines of credit, leases, and commercial loans.
* Responsible for filing sales and use tax.
* Responsible for filing regulatory compliance matters with the Public Service Commission and

the Energy Information Agency.

**JMP WOOD - Brooklyn, NY Sept 2017 – Oct 2019**

Custom millwork and stair part manufacturing, distribution, and retail.

$70m Revenue

ERP – Sage Intacct

**Controller**

* Assisted the owner with transforming the company to a corporate enterprise.
* Responsible for budgeting, forecasting for all lines of business
* Lead a team of three employees Senior Accountant and two Project Managers.
* Oversaw accounting operations: A/R, A/P and general ledger.
* Facilitated month end close and variance analysis.
* Engaged in FP & A and business planning.
* Liaison to external accountant for audit, taxes, and reviews.
* Responsible for project management ensuring lead time for custom jobs were completed and

billing the timely billing to clients were processed.

* Responsible for human resource function recruiting, onboarding and offboarding.
* Liaison with institutional financiers for lines of credit, leases and commercial loans.

**Statue of Liberty Ellis Island Foundation - New York, NY Jul 2017 – Sept 2017**

The organization oversees the operation of the statue and the museum on Ellis Island.

$100m Revenue

ERP - MIP

**Assistant Controller - Contract**

* Assisted with the implementation of an upgraded version of MIP. Revamped GL and set up financial reporting structure to incorporate the development of the Ellis Island Museum.
* Facilitated the month end process journalize accruals ensuring all entries are posted.
* Prepared financial statements for review by senior management variance analysis and forecasting.
* Prepared cash and check deposits and post entries to the accounting system.
* Maintained state charitable contribution fillings.
* Assisted in the administration of restricted and unrestricted grants from Federal, State, and private foundation sources.

**ABLE TO - New York, NY Jan 2017 - July 2017**

Start-up that delivers behavioral health services online and over the phone through in –house platform.

$80m Revenue

ERP – Financial Force

**Accounting Manager - Contract**

* Assisted with the with the implementation of Financial Force. Set up the GL and financial reporting structure.
* Facilitated the month end process journalize revenue and expense accruals ensuring all entries were posted.
* Prepared financial statements for review by senior management variance analysis and forecasting.
* Managed payroll processing
* Managed AR working closely with the claims analyst to ensure all claims are processed accurately to ensure speedy payment and reconciled with revenue and AR accounts.
* Assisted in project regarding the coordination of insurance carriers in setting more effective ways to process claim and process payments.
* Assisted in the administration of restricted and unrestricted grants from the Federal, State, and private foundation sources.
* Managed AP through Bill.com maintaining approval and vendors. Review vendor payment with VP for processing.
* Assisted VP in overseeing the procurement of contracts with insurance carriers and vendors.
* Assisted senior financial analyst with operations report.

**Committee of Interns and Residents - New York, NY Oct 2015 – Jan 2017**

Established in 1957, CIR is a labor union that engages in advocacy and collective bargaining for hospital physician interns and residents.

$60m Revenue

ERP – Quickbooks Enterprise

**Accounting Manager - Contract**

* Assisted the controller with the implementation of a billing system that interfaced with the hospital HR systems and the organizations ERP to account for intern membership dues more effectively.
* Responsible for revenue accounting, budgeting, and cash flow.
* Managed the revenue accounting process. Reviewed member contribution billing reports to ensure accuracy and compliance. Reconciled billing reports and journalized accruals monthly basis.
* Supervised a staff of four analysts that maintained relationships with hospitals.
* Facilitated the month end process journalize revenue and expense accruals ensuring all entries are posted.
* Prepared financial statements for review by senior management variance analysis and forecasting.
* Maintained budgets and provided monthly reports to the controller for budgeting and forecasting.
* Assisted controller in developing process improvements for new CRM system.

**Traffic Audit Bureau for Media Measurement, Inc - New York, NY           March 2002 – July 2015**

Established in 1933, the Traffic Audit Bureau for Media Measurement Inc. is a non-profit organization whose historical mission has been to audit the circulation of out of home media in the United States. Recently TAB’s role expanded to lead other major out of home industry research initiatives involving the development and implementation of a ratings system.

$90m Revenue

ERP – Sage Intacct

**Controller**

Supported the CEO and board of directors with oversight of financial affairs. Accounting system was Excel based and manual. Implemented Peachtree and Crystal Reports to manage AR, AP and financial reporting more efficiently. Developed budgeting and forecasting for each department and leaded monthly performance meeting.

* Responsible for all financial operations including regulatory treasury, budget, forecasting and analysis.
* Lead a team of two employees Senior Accountant and Staff Accountant.
* Prepared financial statement and facilitated month end closing.
* Delivered financial results to upper management.
* Maintained budgets, forecast and monthly reports to leadership team.
* Performed treasury responsibilities.
* Monitored the A/P and A/R functions.
* Managed HR functions such as recruiting, onboarding, offboarding, employee incentives and benefits.
* Improved the quality of financial reporting presentations to provide more meaningful information to the committees and Board of Directors.
* Designed and improved management reporting presentations by establishing a layered reporting structure, providing both executive summary and operationally detailed information.
* Improved the procurement management reporting to better oversee relationships with suppliers.
* Conducted financial presentations to organization committees and Board of Directors.
* Weekly and monthly financial meetings with the President & CEO.
* Ensured timely reporting of financial information including budgets, forecasts, and monthly results.
* Contributed to the strategic planning process.
* Administered a restricted grants with the Department of Transportation.
* Developed and deployed risk management strategies.
* Participated in business development strategies.

### EDUCATION:

Bachelor of Science in Accounting, New York University, 2000

**SOFTWARE:**

MS Office, Google Suite, Intacct, NetSuite, QuickBooks, MIP, Yardi Voyager, Avid Exchange, Ramp, Bill.com, Concur, Expensify, ADP, Paychex, Paycom, Solution 7