

## **Army National Guard / Staff Accountant / Oct 2022-Current**

- Developed and implemented the annual Quality Assurance Program (QAP), which resulted in improvements for finance, accounting, and disbursement operations.
- Improved internal controls by collaborating with supervisors in developing corrective action plans to address SOC 1 deficiencies.
- Educated employees on internal control concepts and risk management which resulted in improved quality of work that had a positive operational impact for \$214 million in funding.
- Used critical thinking to identify root causes of problems and developed solutions by determining the nature and extent of the problem and made recommendations for resolutions.
- Managed the DoD FM certification program for the organization to ensure 72 staff were qualified for their assigned duties by monitoring and reporting compliance to the U. S. Property and Fiscal Officer.

## **Army National Guard / Auditor / June 2020-Oct 2022**

- Successfully completed multiple complex projects using Govt. auditing standards for financial, performance and attestation audits for \$21.2 million in program funding.
- Used entrance and exit conferences to emphasize validating program operations as a value added service, and enabled input for specific concern which gained support from management and staff.
- Used a variety of problem-solving techniques to develop and execute audit plans, provide real-time feedback, and communicate results through written reports.
- Applied GAAP principles and GAGAS standards to evaluate programs and provide technical advice for federal and grant funded programs which mitigated compliance risk.

## **Army National Guard / Supervisory Accounting Technician / January 2020-June 2020**

- Supervised a team of 4 accounting professionals responsible for journal entries and reporting for payroll, intra-governmental service agreements, contracts, grants, and construction projects.
- Reviewed and analyzed business transactions for accuracy, validity, and compliance with regulatory requirements.
- Reconciled unliquidated obligations to determine if business agreements were completed and identified excess funding for alternative uses to support efficient resource management.
- Developed and implemented accounting procedures and policies to enhance compliance, continuity, and efficiency.
- Developed specific, measurable, achievable, relevant, and time-bound (SMART) goals for assigned staff and completed their annual appraisals.

## **Salvation Army / Finance Accounting Manager / December 2017-January 2020**

- Worked with internal and external auditors to meet regulatory requirements and completed other projects involving contracted services, capital additions, and grants.
- Communicated with the CEO, division finance management, and division legal department regarding tax-exempt status and other required state filings for charitable organizations.
- Developed, managed, and supervised accounting and finance staff using SMART goals that supported the CEO's strategic objectives and addressed audit findings.
- Was responsible for monthly, quarterly, and annual financial reporting to the CEO, department managers, division finance management, and advisory board members.
- Reviewed and approved financial reports and assisted staff in accounting recordkeeping including trial balance reviews to identify posting errors to resolve reporting discrepancies.
- Directed staff in the provision of accounting services for multiple departments and programs that provided social services amounting to \$5.5 million annually in donations, and various endowments.

## **TN Dept. Military / Budget Analyst / April 2017-December 2017**

- Developed and reviewed the annual budget for accuracy, completeness, and ensured that \$2.1 million in cooperative agreement funding between Tennessee and National Guard Bureau for a youth academy was properly used and reported.
- Worked with assigned procurement staff to meet operational needs with limited resources which involved reallocating funding as needed to provide required supplies for the program.
- Developed recommendations that supported the program's priorities and goals by monitoring spending performance, identifying potential funding shortfalls, and reallocating funding surpluses.
- Was responsible for making purchase requests, and ensuring goods and services were invoiced according to the purchase order and they were received by procurement staff.
- Worked with state accounting staff to close open purchase orders for goods and services and contacted vendors to correct billing errors.

## **TN Dept. Revenue / Tax Auditor 4 / October 2013-April 2017**

- Conducted complex state and local tax audits for sales and use, business, franchise, excise, and other miscellaneous taxes that added to \$11 billion of annual funding for state government.
- Researched statutes, letter rulings, historical audits, and other information to plan audits and substantiate audit results including findings.
- Planned, conducted, and closed 3 to 5 audit assignments concurrently in accordance with departmental performance standards to achieve efficiency and productivity goals.
- Reported audit results for compliance with state tax laws that were supported with statutory references, had standardized workpapers, and used business records as exhibits to support conclusions.
- Reviewed other auditor's work and participated in informal conferences to create fair solutions for taxpayers for disputed audits that concerned complex tax issues.

## **Military Experience**

### **Army National Guard Officer / Human Resources Data Analyst / October 2021-Current**

- Used SQL programming language and analysis tools in excel to meet reporting requirements.
- Demonstrated strong project management skills by meeting timeline requirements, and coaching peers on agile project management methodologies.
- Conducted legal and regulatory research to identify and resolve problems with assigned projects.
- Provided technical expertise and support to 4 regions across 32 states to coordinate performance reporting for the organization's recruiting and retention requirements.
- Developed skills for SharePoint website development to assist in implementing the website for the data and analysis branch.
- Communicated with Military Personnel Offices (MILPO) to solicit input that assisted in shaping Fiscal Year 2023, 2024, and 2025 End Strength Objectives (ESO) and Recruiting Missions.

### **Army National Guard Officer / Projects and Logistics Manager / April 2010-Current**

- Developed multiple proposals for Sr. operations managers based on a broad set of criteria to support strategic goals.
- Implemented management decisions using military standardized methods to accomplish objectives.
- Managed assigned Soldiers and used equipment to accomplish delivery of commodities and services to support a broad range of military operations.
- Managed, monitored, and reported progress through multiple phases of assignments and projects.
- Used formal and informal counseling methods to communicate performance and conduct standards and completed evaluations of assigned Soldiers.

**Education****Keller Graduate School of Mgmt. / Master Accounting and Financial Management**

Advanced accounting theory and practices - Research - Regulations and standards.

**The University of Memphis / BBA in Accountancy and Management Info. Systems**

Management - Financial accounting principles - Cost Accounting - Income tax - Audit - Accounting systems / Strategic IT project management - Proficiency in computer applications - Fundamentals of software testing - Teamwork - Critical thinking and analysis - Systems analysis methods - Database development.

**Certifications**

Project Management Professional (PMP)

Certified Internal Auditor (CIA)

DoD FM Level 2

**Applications, Analytical Tool, and Systems Experience****MS Excel / Expert**

Create clear and informative charts and graphs; Proficient in using pivot tables to summarize and analyze data; Experience in using power queries to combine, normalize, and clean data from multiple sources; Application of business rules to attributes to create automated information; Familiar with using macros and VBA to automate tasks in Excel.

**MS Power BI / Intermediate**

Clean and transform data to prepare it for analysis; Knowledgeable in categorizing data for custom filters with M and DAX languages; Can collaborate with others and work independently to create reports and dashboards for internal and external publishing.

**Python | Java Script | SQL / Novice**

Able to research and understand basic syntax of the language to develop solutions; Write simple to moderately complex programs; Debug and troubleshoot programs; Read and understand code, and can complete documentation; Research solutions; Know when to ask for help on projects that exceed abilities or when time is constrained.

**Microsoft Dynamics GP (Great Plains) | SAP | PeopleSoft | Galvanize / Experience**

Accessing transactions in the general ledger, payables, receivables, and assets; Can generate data for analysis for recurring and ad-hoc reporting; Loading and monitoring budgets; Trained use of software for governance, risk, and compliance (GRC) management.