

# BRIAN CHRISTOPHER GREEN

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## Accounts Payable Specialist (Remote)

### SUMMARY OF QUALIFICATIONS

**Results-focused, seasoned, efficient, highly detailed and analytical professional with more than 10 years of experience in all areas of financial and accounting operations, human resources, and business management within various industries backed by a solid background in information technology.**

- Skilled financial and accounting analysis, budget control and administration, payroll, cash management, cost and inventory management, accounts payable, accounts receivable, risk management, generally accepted accounting principles (GAAP) and governmental accounting concepts.
- Equipped with solid ability in providing key insights and directions on diverse finance operations; developing and defining financial systems and frameworks; as well as reducing key elements with business risk.
- Expert at delivering financial support to senior business executives, organizations, and companies to attain set-forth goals and objectives.
- Articulate communicator; adept at establishing and maintaining long-term relationships and strategic alliances with customers and partners to determine opportunities and maximize client base.

### AREAS OF EXPERTISE

*Profit and Revenue Growth  
Asset Control and Operations  
Financial Planning and Optimization  
Budget and Financial Forecasting  
General Ledger and Financial Statements Oversight  
Capital and Cash Flow Planning and Management  
Team Building, Staff Training, and Supervision*

*Policy and Procedure Development  
Organizational and Regulatory Compliance  
Generally Accepted Accounting Principles (GAAP)  
Strategic Planning and Execution  
Cost and Inventory Control  
Handbook and Manual Development  
Employee Hiring and Recruitment*

### RELEVANT EXPERIENCE

MAYFLOWER METALS, INC., Prosser, WA

#### **Chief Financial Officer / Business Manager**

Apr 2017–Dec 2019

- Expertly oversee and provide leadership of a \$3.2M industrial scrap metal recycling corporation with 12 employees and two locations; examples of all work is saved, and able to provide upon request
- Handle all wires and Automated Clearing House (ACH) payables/receivables, as well as daily, weekly, and monthly budget and financial reporting through financial software and complex spreadsheet creation,
- Supervise and mentor other office staff regarding all functions of QuickBooks Enterprise
- Create budget projections for all areas of expenses and potential equipment purchases, managing inventory (\$500k)
- Generate numerous spreadsheets to identify and modify budget planning of material handling expenses, pricing structures, all other overhead expenses, and increase profits while performing bi-weekly payroll and tax reporting
- Manage the complete procurement process of purchasing and selling high-valued assets involving trucks, heavy and computer equipment, high-valued tools, and several business properties
- Strictly adhere to various insurance policies such as commercial property, general liability, inland marine, and auto;
- Display multitasking skills in performing the following roles:
  - Human Resources Manager: accountable for supervising ten employees; developing employee handbook from scratch including all company-wide policies and procedures and various position-specific procedure manuals; interviewing, hiring, and terminating staff; conceptualizing job descriptions; record employee activity; manage all employee issues; manage all PTO and PFML; and chairperson/moderator for the monthly safety, production, human resources (HR)-related, and Financial Team meetings;
  - Marketing Manager: responsible for redesigning company website for continuous website development and upkeep; preparing and handling more than sixty-five internet listings; as well as spearheading and formulating promotions utilizing marketing and CRM software: ActiveCampaign, Thryv, and social media;
  - Information Technology (IT) Manager: in charge of maintaining all six company computers and workstations including all ten company smart phones and their separate Apple accounts; editing logos and building many multiple graphic intensive documents; and created/manipulated PDFs (interactive forms);
  - Fleet Manager: Five trucks; ELD administrator; direct truck and trailer licensing involves reporting bills of sale, title transfers, registrations, license plates, and tabs at DOL after equipment purchases/sales; and
  - Customer Service Manager: to settle issues among vendors, employees, and customers and promptly answer all customer concerns through email, chat, CRM, text messages, and in person

#### **CAREER HIGHLIGHTS**

- Significantly contributed in saving tens of thousands of dollars while boosting the quality of provided service by executing major changes to service providers; efficiently streamlined A/P, A/R, Payroll, and cash flow
- Successfully finished the Freight Rail Assistance Program (FRAP) Grant application for and presented to Washington State Department of Transportation in partnership with one other colleague; funds not rewarded - low priority

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- Single handedly drove efforts in generating a fifteen-page proposal to offer metal recycling services to the City of Richland which efficiently acquired the contract for 2019 to 2021

BG'S BICYCLES, LLC, Prosser, WA

## **Chief Executive Officer / Business Owner / Sole Operator**

Jun 2012–Apr 2017

- Provided leadership to all financial and operational aspects of the business, building the business from the ground up toward success; reached \$0 to \$250k sales revenue; examples of all work is saved, and able to provide upon request
- Demonstrated industry expertise in fulfilling the following roles:
  - CFO/Controller, Finance and Budgeting Manager: to oversee accounting (under GAAP), bookkeeping, biweekly payroll, reporting, payment, budgeting, accounts payables and receivables, inventory cost analysis (valued at \$80k), till balancing, merchant services, and vendor and client communication regarding finances;
  - Human Resources Manager: to lead five part-time employees, which included addressing employee issues, documenting all employee activities, and supporting and promoting employee legal rights;
  - Store Manager, Customer/Public Relations and Customer/Client Service Manager, and Sales Associate: to handle various aspects of the store, such as in-store sales, customer relations, purchasing, and inventory;
  - IT/IS Manager: to maintain comprehensive digital records of every aspect of the business, including documents, invoices, receipts, and complete purchase/repair history of every client;
  - Web Developer, Graphic Designer, and Social Media Specialist: to design and maintain the company's website and logo, business cards, marketing resources, and social media engagements; and
  - Marketing Manager: to formulate marketing initiatives while overseeing sixty-five listings across several platforms throughout the internet and separate local publications, public relations, and many public events

## **Earlier Position Held:**

ORRTAX SOFTWARE SOLUTIONS, INC., Bellevue, WA

## **Project Manager / Senior Tax Software Developer/Analyst, Senior Tax Content and Forms Developer**

2.6 Years

## OTHER EXPERIENCE

XEROX, INC. (AT ENERGY NORTHWEST NUCLEAR POWER PLANT), Hanford, WA

## **DocuCare Associate**

Oct 2011–May 2012

CENTRAL WASHINGTON UNIVERSITY, Ellensburg, WA

## **CWU Recreation Web Developer/Graphic Designer**

Jan 2009–Aug 2010

TARGET, INC., Long Beach, CA

## **Electronics Assistant Manager**

2.3 Years

TWO WHEELS ONE PLANET, INC., Artesia, CA

## **Salesperson / Bicycle Mechanic and Builder / Shipping and Receiving**

2.4 Years

## EDUCATION

### **(Real World) Professional Degree of Business Administration, Entrepreneurship and Executive Business Management, Apr 2017**

BG's Bicycles, LLC, Prosser WA (Not Accredited)  
*Highly Valuable & Practical Real World Education*

### **Bachelor of Science in Business Administration, Major in Leadership and Management, Minor in Information Technology, Aug 2010**

Central Washington University, Ellensburg, WA  
*1-Quarter Honor Roll*

### **Associate of Science in Business Administration and Management, Aug 2005**

Long Beach City College, Long Beach, CA

## LICENSE

Notary Public: State of Washington (Valid Until: Mar 2022)

## TECHNICAL ACUMEN

Adobe Acrobat Pro (PC and Mac) | Microsoft SQL Server | Microsoft SharePoint | Adobe CC 2019 and CS Full Suite | Acrobat  
Adobe Pro | Microsoft Windows | Mac OS | Microsoft Server | NAS and Server Expert | CRM Software | iOS and Android  
Microsoft Office Suite | Apple Numbers, Pages, and Keynote | Open Office/Libre Office | Oracle Database | QuickBooks (Pro,  
Premier, and Enterprise) | QuickBooks POS | NetSuite POS | LightSpeed POS | Square | Clover | Microsoft Dynamics Great Plains  
Peachtree (Sage) | PeopleSoft | NetSuite | Parallels | VirtualBox | VMWare | Teamviewer | LogMeIn