**Alvin A. Findlay**

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**Experience:**

**Grimm + Parker Architects, Calverton, MD June 2019 – Present**

*Manager of Accounting*

* Report directly to the President and Partners of the organization
* Supervise and mentor three direct reports (2 Staff & 1 Sr. Accountant)
* Work closely with the Director of Business Operations
* Monitor the inflow of invoicing and accounts receivable (200 projects/mo)
* Monitor the outflow of trade and consultant payables (500 – 1000 vendors/mo)
* Produce weekly Cash Reports to the Partners
* Prepare monthly financial statements to the Partners (1st monthly financial statements in the history of the company)
* Support the refresh of Deltek Vision
* Assist with monthly reporting to Project Managers
* Provide audit support and valuation calculation
* Assist President and Partners with monthly, quarterly, and yearly budgeting and forecasting
* Provide the Partners with ad hoc reporting

**Spitfire Strategies, LLC, Washington, DC September 2013 – June 2019**

*Controller (formally Manager of Accounting Operations) September 2014 – June 2019*

* Report directly to the CFO
* Supervise and mentor two direct reports (A/R & A/P)
* Responsible for the monthly, quarterly and annual accounting close
* Maintain the General Ledger by preparing and reviewing monthly financial statements, monthly close binder and reconciliations
* Support the new business budgeting process
* Support project managers and leadership with strategic financial analysis, reporting project budget to actual burn rate, capacity tracking, projections, pipeline, utilization, over-servicing and project profitability
* Create and help maintain Project Workplans and Statement of Accounts report to ensure timely tracking of contract revenue, client payments, and budget progress
* Produce monthly set of metrics reflecting financial position and projections against targets for the Leadership Team
* Maintain all financial data in QuickBooks
* Manage periodic updates to process improvements and system evaluation and selection
* Payroll management and benefits oversight
* Review and approve bi-weekly accounts payable entries for payment
* Develop new pricing structures, reporting, systems, policies and procedures to maximize organizational efficiency
* Approve bank reconciliations, bank deposits, and credit card reconciliation
* Ensure GAAP compliance as well as various foundation guidelines with internal controls checks and balance
* Implemented new accounting and project management software (Projector PSA)
* Ad hoc reporting for Leadership Team

*Sr. Accountant September 2013 – September 2014*

* Report directly to the CFO
* Supervise and mentor one direct reports (A/R)
* Oversee monthly invoicing for approximately 100 projects (including 10 grants)
* Setup and maintenance of projects in the accounting system with contract specific data
* Analyze and review project budgets and revenue/expenditures burn rate
* Monthly recognition of revenue per project
* Prepare client invoices, submit for approval and send to clients
* Respond to billing questions from project owners and clients
* Review and analyze project related transactions
* Ensure the accuracy of costs charged to each project
* Maintain and update project financial plans to track financial progress and calculate revenue

**Deloitte Services LP, Arlington, VA**

*Sr. Financial Analyst**March 2012 – August 2013*

* Assess validity of incurred cost for a portfolio of 160 multi-million dollar federal government contracts for compliance with Federal Acquisition Regulations, Cost Accounting Standards and Defense Contract Administration Agency regulations
* Conduct employee, internal subcontract and external subcontract rate, expense and labor hour audits per contract specifications
* Summarize and reconcile billing data using Excel pivot tables and V-Lookups to identifying inconsistencies
* Provide support for the Incurred Cost Submission
* Develop written procedural documentation for Booked to Billed reconciliation process

**Chemonics International Inc, Washington, DC April 2007 – March 2012**

*Payroll Manager August 2011 – March 2012*

* Administer bi-monthly payroll for 600 home office and expatriate employees including COLA, SMA, Post Differential, and Danger Pay
* Supervise, mentor and review the work product of a staff of 2 payroll associates providing payroll for 4,000 field base consultants
* Reconcile expatriate labor and expatriate benefits as well as non-labor allowances including LQA, TQSA, and Education Allowance
* Reconcile quarterly and annual statistical payroll data into monthly reports
* Prepare and file 600 W-2 and over 1,000 1099 tax reporting forms

*Invoicing Manager January 2009 – July 2011*

* Supervise, mentor and review the work of a staff of 2 invoicing associates (2 indirect)
* Supervise the completion of 250 – 400 monthly invoices
* Reconcile billed vs. unbilled transactions using Excel Pivot Tables and V-Lookups
* Assist with Negotiated Indirect Cost Rate submission
* Provide support for PwC and DCAA audits
* Improve outdated process documentation, developed new processes and procedural documentation in line with FAR and CAS regulations for USAID contracts

*Invoicing Associate April 2007 – January 2009*

* Create CPFF, T&M, and Fixed Price projects in accounting software
* Produce 65 – 100 monthly invoices worth $10 – 35 million
* Coordinate with project managers, accounts payable, payroll and field accountants on general ledger corrections
* Create monthly detailed reports, charts and graphs detailing the weighted average interest cost per invoice and presented to the Board of Directors
* Assist in reducing time to collect on invoices by 12 days (25%) by utilizing data from reports, graphs and charts

**Other Relevant Experience**

**Howard Square Centre Community Associate, Inc, Elkridge, MD**

*Treasurer, Board of Directors* *October 2017 - Present*

* General financial oversight
* Budgeting, bookkeeping and record keeping
* Financial reporting and planning

**Community Ecology Institute, Columbia, MD**

*Treasurer, Board of Directors* *January 2016 – June 2019*

* General financial oversight
* Budgeting, bookkeeping and record keeping
* Financial reporting and planning

**Computer Skills:**

**Microsoft Office:** Excel (15+yrs) Access (8yrs), PowerPoint (15+yrs), Word (15+yrs)

**Accounting:** Deltek Vision (6 mo), QuickBooks (15+yrs), Unanet (5yrs), Paychex (5yrs), Microsoft Dynamics SL (5yrs) ADP EV-5 (5yrs), PeopleSoft (1yr), Microsoft Dynamics NAV (1yr), Peachtree (1yr), SAP (2yrs), Projector PSA (6 mo)

**Education:**

**CPA Candidate –** eligible to sit for exams Expected Completion Winter 2021

**University of Maryland University College,** online Expected Completion Winter 2021

Master of Science in Accounting and Financial Management

**University of Maryland University College,** online May 2011

Bachelors of Science, Accounting and Business Administration