**Profile** Experienced and detail-oriented accounting professional and NetSuite consultant, with proven ability to perform a broad range of functions quickly and accurately in a fast paced environment. Skilled at multitasking. Recognized for dedication, work ethic, and going the extra mile to get the job done. Excellent interpersonal skills.

Expertise includes:

* Accounts Payable
* Accounts Receivable
* General Ledger
* Financial Planning & Analysis
* Project Accounting
* Project Management

**Experience**

2016 – Present**CELIGO, Inc San Mateo, CA**

***Technical Implementation Consultant***

The Technical Implementation Consultant is focused on being a Subject Matter Expert for one or more Celigo products. This involves helping to position, sell, implement, and support these products. This involves a high level of client interaction via calls and online meetings, responding to emails and chats in a timely manner, as well as participating in cross-functional product related meetings.

* Work with Project Managers to plan, coordinate and deliver Celigo products to external Celigo clients. Clients are based in the America’s region as well as international markets
* Accurately configure software components which are appropriate to the customer’s agreed requirements
* Train clients and internal Celigo staff
* Complete thorough testing of the solution prior to hand off to client. Provide timely response and issue resolution during client User Acceptance Testing
* Complete projects on-time, within budget, and resulting in the achievement of client signoff
* Regularly meet with team members and the client to deliver status updates, resolve project issues and design solutions. Frequent client calls are a regular part of this responsibility

2016 – 2016**HSs, Inc Denver, CO**

***NetSuite Administrator***

The NetSuite Administrator is the liaison between the users of the NetSuite application and IT. Responsible for technical execution of development-related projects, troubleshooting production issues, handling administration, configuration and development requirements, maintaining application security controls and data integrity, and creating customized solutions resulting in an efficient and effective use of the NetSuite and its interfaces with other company systems.

* Support day-to-day administration and operation of the NetSuite platform, processes, roles/permissions/access, and workflows
* Support end user requests for new saved searches, reports, KPI’s, and dashboards. Monitor end-user usage of systems and track performance
* Conduct business / financial analysis of company operations
* Collaborate with various divisions to complete various business projects
* Plan, review and revise configurations and customizations of NetSuite as needed in order to meet evolving needs
* Develop, document and implement policies, procedures and guidelines to ensure data integrity, change protocols, customization, usage etc.
* Maintain up-to-date knowledge of NetSuite functionality, customization and integration
* Manage projects related to NetSuite including components of implementation

2014 – 2015**Hein & Associates, LLP Denver, CO**

***Associate Consultant***

Responsible for the delivery of NetSuite implementation and ongoing administrative support professional services for approximately three dozen clients. Specific responsibilities included: creating training material based on the client’s specific needs, provide training to the client’s employees on how to use the NetSuite ERP system, and work directly with NetSuite when functionality in NetSuite is not responding correctly. Work with Business Advisory Services Team to quickly assess client needs, develop innovative plans to solve their problems and implement these plans to the client's satisfaction. Work to find new ways to constantly improve the satisfaction and loyalty of our clients. Creating testing and training materials for both internal and client use.

* Created user acceptance testing plans, including all test scripts, test logs and bug tracking. Ensured all bugs were corrected and verified with client prior to obtaining final acceptance of product and go live.
* Developed a complete library of detailed, role-based training materials containing step-by-step instructions with screen shots for all major business processes in NetSuite. Modified the master templates to meet each client’s specific needs.
* Provided on-site training for clients that covered the CRM, ERP, eCommerce, SRP and Project Management functionality of NetSuite.
* Implemented NetSuite SRP at Hein & Associates for the Business Advisory Services department. Managed and maintained all project management activities in the system, including: budgeting, resource scheduling, financial and project reporting
* Completed all prerequisites to take the NetSuite Certified Administrator exam.

2012 – 2013**Clear Choice Management Services, LLC Greenwood Village, CO**

***Marketing Accountant***

Responsible for the management of a $32 million marketing budget. Specific responsibilities included: managing budgets for over 30 locations, reviewing Marketing campaign results and allocating company expenses to each location based on those results, reviewing with the Marketing Team the proposed Marketing campaigns and costs associated with each campaign. Reviewed all Marketing related invoices by comparing them to Marketing data (recorded in Smart Sheet). Researched any invoice discrepancies and worked with the Marketing Team to resolve any invoice discrepancies before approving invoices and sending them to accounting for processing. Created monthly marketing accruals and developed the monthly marketing package/analysis for the senior management team.

* Worked with A/P manager to manage all marketing projects.
* Worked with Accounting Treasurer and A/P Manager on Marketing Analysis
* Worked with the CEO, CFO and CMO on the Monthly Marketing Package/Analysis

2008 – 2012 **Performance Food Group Centennial, CO**

***A/P Coordinator Production – Team Lead***

Reviewed invoices that did not process through three way matching. Researched and processed Vendor inquires for repayment of invoices or deductions on checks. Reasons for request for repayment could be product received short, discounts taken on invoices paid outside of terms and invalid marketing and bill back deductions.

* Worked with A/P Supervisor and other employees to write desktop procedures on how to work invoices that failed three way matching.
* Worked with several Vendors to reduce the amount of repayment for discounts taken on invoices paid out of terms.
* Processed Cash Disbursements daily in SAP and did all reporting for disbursement proposals and settlements.

2005 – 2008 **Pepsi Bottling Group Pleasanton, CA**

***Senior Advertising & Marketing Accountant / Food Service Accountant***

Managed $18 million Advertising and Marketing Budget. Reviewed and coded all A&M invoices. Processed deposits, Journal Entries, and managed Prestige contractual payments and reconciliations. Closed and reconciled A&M Project Accounting and provided Market Unit Planners with spending detail. Calculated and processed all Competitive Defense and Education contractual payments. Processed new supplier requests and stale dated checks and reconciled all contractual spending to the General Ledger for seven Market Units.

* Collaborated with A&M and IT teams across the country to streamline Oracle Project Accounting to manage A&M Budget Expenses to enable quicker response to expense variances.
* Worked with Senior VP of Advertising & Marketing to allocate yearly budgets and created re-forecasted quarterly budgets. Discussed re-forecasted budgets (based on actual expenses) with VP of A&M, Controller and CFO to re-allocate yearly budgets.
* Re-organized customer contract spreadsheets and binders for more accurate and easy reconciliations.
* Reconciled customer accounts with Account Managers and customers and recouped overpayments that saved the company hundreds of thousands of dollars.
* Provided weekly, monthly, quarterly and yearly reports to the Controller and CFO.

2002 – 2005 **Heald College San Francisco, CA**

***Financial Aid Accountant***

Managed and budgeted federal FSEOG (Federal Supplemental Educational Opportunity Grant) and FWS (Federal Work Study) programs. Managed federal cash accounts according to federal guidelines and prepared bank reconciliation’s for CAL Grant, Pell Funds, Federal Funds and EFT accounts.

* Re-Organized FWS and FSEOG spreadsheets for accurate reporting to the Federal Government.
* Implemented reconciliations for California Grant, Pell Grant, EFT and Federal Funds accounts.
* Assisted in yearly corporate and campus Financial Aid Audits with Big Six Accounting Firms responding and educating them about our process.
* Completed FISAP (Fiscal Operations Report and Application to Participate) reports to the Federal Government.

**Education**

1990 - 1991 **Sawyer College of Business San Jose, CA**

***Computerized Accounting***

Graduated from a full time 16 month Diploma Program

## Skills Highly analytical and detail-oriented. Self-starter who can handle multiple projects while working independently or collaboratively as a member of a team. Proven ability to get things done.

## Software Expert at Microsoft Windows, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, Microsoft SQL and numerous accounting packages, including: NetSuite, SAP, Oracle, Oracle Projects, PeopleSoft, Microsoft Dynamics GP, Adaptive Insights, American Contractor, Advantage Business Systems, QuickBooks, Business Objects, Smart Sheet, Mercury, Food Star, Image Now, CIS, AS400, ACCPAC and ERT.