

Steven Smith

Houston, Texas 77023

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QUALIFICATIONS SUMMARY

Articulate professional with advanced education and experience in all aspects of accountancy, financial analysis, cash management, inventory management, logistics, project management, retail.

- ▶ **Cash and Inventory Management:** Well-developed ability to utilize modern business technologies to track client, vendor, and stakeholder data and guide strategic planning. Expertise in Microsoft Office Suite, SAP, basic visual programming, and development / utilization of multiple databases. Skilled in data mining, analysis, and conversion.
- ▶ **Financial Analysis:** Financial forecasting. Budget development, including rolling budget. Sales floor analysis, price curve analysis.
- ▶ **Budgetary Oversight:** Highly organized with combination of technical, financial, and business expertise to guide project planning and implementation. Aptitude for accurate budgeting and forecasting. Strong financial analysis and cost accounting experience. Success meeting and exceeding financial goals within team driven and self-guided roles across geographical boundaries.
- ▶ **Banking Relationship Development:** Strong interpersonal communication talents, with passion for cultivating lasting relationships from diverse communities in banking institutions and organizational programs. Engaging presenter, skilled written and verbal communicator. Proven ability to collaborate with colleagues to achieve goals.
- ▶ **Team management:** Supervise staff and volunteers during operational as well as crisis situations. Independent and able to make good decisions. Maintain high team morale.
- ▶ **Key Strengths:** Finely tuned analytical skills with a dedication to continually streamlining and improving financial processes. Detail oriented and highly apt in decision-making. Effectively interface with all levels of management to collaborate on issues and resolve problems. Results focused; able to achieve maximum impact with minimal cost.

EDUCATIONAL BACKGROUND

Master of Business Administration - Finance, May 2016

UNIVERSITY OF HOUSTON VICTORIA, Houston, Texas

GPA: 3.9/4.00

Bachelor of Business Administration - Accounting, May 1990

UNIVERSITY OF HOUSTON, Houston, Texas

PROFESSIONAL EXPERIENCE

KATY CHRISTIAN MINISTRIES, KATY, Texas

Manager – Resale Store & Donation Center (2017 – 2018)

Manager of two resale stores, donation center, and fleet of box trucks. Supervised ten staff and twenty permanent volunteers.

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Selected Contributions:

- Increased revenues by 28%.
- Managed logistics during post Hurricane Harvey crisis in terms of both community support mission and during the resale store rebuild.

REYNOLDS AND REYNOLDS COMPANY, Houston, Texas

Cash Manager (2006 – 2014)

Directed financial functions including liquidity management, cash concentration, foreign exchange, and intercompany elimination. Supported general ledger reconciliation. Managed new and ongoing credit facilities. Collaborated on individual and team projects. Conducted statistical and financial analyses. Administered database and developed queries.

Selected Contributions:

- Led creation of new treasury management process following major merger, including the development of daily cash position reports, cash forecast reports, cash concentration, debt servicing, FX activity, investment decisions, and intercompany eliminations.
- Curated and maintained excellent working relationships with multiple banking institutions, improving contractual arrangements and resulting in cash management optimization.

Accountant (1998-2006)

Analyzed and monitored operations of 401(k) plan. Supported financial accounting and reporting. Managed day-to-day financial operations including bank reconciliations and internal POS.

Selected Contributions:

- Managed communication with banking partners for daily operations and long-term relationship activities, including account activity reviews and establishment of new accounts.
- Enhanced productivity by developing new reporting system, enhancing communication between and within financial departments to improve budgeting and forecasting accuracy.

Accountant and Benefits Administrator (1995-1997)

Prepared State and Local payroll tax returns. Oversaw employee benefit contributions and enrollments, including 401(k), FMLA, COBRA, and Worker's Compensation packages.

UNITED STATES ARMY (1990-1994)

PROFESSIONAL DEVELOPMENT

Accreditations and Professional Organization Memberships

- Certified Treasury Professional
- Association of Financial Professionals, Arizona
- Association for Financial Professionals
- Houston Treasury Management Association

Technical Proficiencies

- Visual Basic Programming
- Expert Microsoft Excel
- Advanced Database Design
- Advanced Microsoft Access