

CONTROLLER*With special expertise in systems implementation*

Accomplished business executive with broad background in all aspects of finance and accounting. Experienced with companies in different life cycle stages and industries such as security, capital equipment leasing, technology manufacturing, public accounting, and software development. Trusted advisor who collaborates with executive team and business owners on strategic and business planning.

Skilled in all aspects of systems assessment and implementation to improve financial reporting, streamline processes, tighten internal controls, and reduce costs. Builds motivated and productive staff through proper training and defining clear objectives.

CORE COMPETENCIES

FP&A	Budgets / Forecasts; Financial Modeling; 5-Year Plans; Strategic / Tactical Planning; Operational Metrics; Process Improvements
General Accounting	Financial Statements; Period Close / Reporting; Policies / Procedures; Account Reconciliations; International Consolidations
Financial Systems	Functional Requirements; Key Selection Criteria; Software Vendor Analysis; Software Selection / Configuration; User Acceptance Testing; Staff Training / Documentation

PROFESSIONAL BACKGROUND

Confidential 2008 – 2009
Startup company with SaaS business model providing security access control
Controller
Created all financial statements, budgets, forecasts, variance reporting, reconciliations, and tax returns. Set up ongoing management reporting for cash position and managed cash flow. Collaborated with business principals on business strategies, financial status, and available options.

- Established initial revenue recognition procedures.
- Modified chart of accounts, financial reporting, and inventory control.

Confidential 2007 – 2008
International container leasing company
Controller
Managed staff of five for all accounting operations, including oversight of branch staff and international consolidations for the Philippines.

- Reconciled records of 35K containers that had not been reconciled for a year.
- Established infrastructure, internal controls and processes for proper accounting and recordkeeping for international locations.
- Rebuilt staff of five including hiring, training, and managing day-to-day operations.

Confidential Company acquired 2005 – 2007
Manufacturer of gas analyzer machines
Assistant Controller
Directed staff of two to handle all general accounting functions.

- Streamlined monthly close process.
- Handled quarterly bank audit to satisfy requirements for asset-based line of credit. Prepared work papers for LOC draw.
- Managed annual physical inventory and record-keeping.
- Analyzed annual expense of more than \$100K that was being incurred to use Oracle Financials. Identified alternate option that would have reduced cost by \$70K per year.

Confidential

2004 – 2005

Regional CPA firm serving Marin County

Accounting Manager

Recruited by partner to handle firm's internal financial functions including preparation of financial statements, payroll, tax filings, budgeting, and analysis. Contract position.

- Coordinated all aspects of system conversion from Lacerte and Time Slips to ProSystems Suite, including setting up new reporting and training staff.

Confidential

2002 – 2003

Gourmet olive oil manufacturer

Accounting Manager

Handled all accounting functions including financial statements, budgeting, bank reconciliations, fixed assets, job costing, payroll, account payable / receivables, audit, tax preparation, and human resources. Contract position.

Confidential

1991 – 2002

Startup software development company targeting small and mid-size businesses

Controller / Manager of Finance / Human Resources

Established financial infrastructure that supported rapid company growth from 20 to 110 people, with an office in France. Built team of four to handle all accounting and human resources operations.

- Developed financial reporting strategy and created chart of accounts, financial statements, budgeting, variance analysis, and specialized reporting such as department expenses and sales forecasting.
- Processed payroll for employees based in Paris while incorporating French regulations.
- Created policies and procedures for revenue recognition to meet SOP97-2 requirements.
- Collaborated with sales executives to establish pricing in foreign currencies.
- Converted company's manual financial system to automated software.

EDUCATION / PROFESSIONAL TRAINING

Local Community Colleges
Accounting and Business Coursework

University of Nairobi, Kenya
Bachelor of Science, Political Science

TECHNICAL SKILLS

Microsoft Office: Advanced Excel (Pivot Table, Macros, Vlookups)

Applications: Oracle, Oracle Discoverer, Maconomy, Great Plains Dynamics, MYOB, MAS 90/200
SQL, Crystal Report Writer, Lacerte, Time Slips, ProSystems Suite, Sedona Office

