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TOOLS FOR TRANSITION SAMPLE RESUME

Director of Finance and Information Technology

Special expertise in nonprofit operations

Exceptional and innovative business leader who optimizes the use of technology throughout the organization to improve efficiencies that support the organization's mission. Creates systems and processes to measure and integrate data for informed decision making. Strategic, approachable, practical, and trusted throughout the organization.

Accounting / Finance

AP / AR / Payroll	Capital Projects / Fixed Assets	FP&A / Variance Analysis
Audits – Internal / External	Cash Flow	Funders / Regulatory Compliance
Banking Relations	Credit Cards / Payment Cards	General Ledger
Billing / Credit / Collections	Financial Modeling	Internal Controls
Budgets / Forecasts	Financial Statements / Consolidations	Period-End Close

Information Technology

Citrix / Remote / Hybrid Cloud	IT Infrastructure	Server Management
Consultant Oversight	IT Support / Training	System Interface / Integration
Data Integrity	IT Multi-Site Strategies	System Security / Continuity
Domain Security	Network Platform	Telecommunication Systems

Operations

Board of Directors Relations	Management Reporting	Project Management
Contract Negotiations	Nonprofit Pricing	Satellite Offices
Cost Reductions	Performance Indicators	Staff Training / Mentoring
Facility Security	Policies / Procedures / Workflow	Team Leadership
Human Resources	Process Improvements	Vendor Relations

PROFESSIONAL EXPERIENCE

ANDERSON FAMILY SERVICES, INC., Denver, CO

1998 – Present

Nonprofit social services organization; 800 employees; 7 offices statewide

DIRECTOR OF FINANCE and INFORMATION TECHNOLOGY, 2007 – Present

Oversees all aspects of Accounting and IT departments with 12 direct/indirect reports and 4 IT consultants. Reports to CEO.

- Introduced Project Management (Certified and licensed by PMI) and Lean Six Sigma methodologies to drive multiple critical enterprise projects for a highly-matrixed organization.
- Reduced staff by 4 FTE per year by improved use of technology.
- Developed Lean Six Sigma process, financial models, and trend indicators to measure financial performance.
- Improved cash flow by setting up transactional bank cards, and integrated the 3rd party application to the Microsoft Dynamics GP. Secured transactional payments by adding banking tools.
- Researched, sourced and negotiated contracts with vendors to build a complex IT infrastructure for seven satellite offices, including hundreds of desktops, laptops, mobile devices, and servers.
- Created electronic time and attendance system, an IT solution for Affordable Care Act (ACA), system integration, a new billing system, and other processes that improved internal efficiencies.
- Negotiated nonprofit pricing resulting in IT operation's cost reductions by 10%.

Anderson Family Services, Director of Finance and Information Technology (continued)

- Created comprehensive enterprise-wide accounting and IT policies that passed the CARF certification (nonprofit accreditor of health and human services) without any deficiencies.
- Conceived and created budget process to manage 90 programs throughout the organization. Designed advanced template Excel reporting that connected data, and streamlined annual process that is typically 2 – 4 weeks.
- Improved on-demand reporting and security access level, and reduced operation cost by transitioning from FRx Financial reporting to Microsoft Dynamics ERP Management Reporter, and by implementing SQL Report Services.
- Implemented VoIP system and reduced telecommunications costs by 30%.

SENIOR ACCOUNTANT & INFORMATION MANAGEMENT SYSTEMS, 1999 – 2007

- Implemented and made full use of FRx for financial reporting and data integration.
- Developed an integrated Excel and GP system that significantly reduced time in preparation of Colorado HCBS provider cost audit reports, overhead allocation and budgeting to meet regulatory compliance.
- Took over supervision of non-Medicaid billing department.
- Transitioned from Novell network to Microsoft network system. Implemented Citrix to share applications and network resources for all satellite offices.
- Migrated Pervasive SQL (PSQL) to Microsoft SQL server, and Logic email to Microsoft Exchange to improve communication, capacity and robustness.

STAFF ACCOUNTANT, 1998 – 1999

- Closed the monthly cycles that had fallen nine months behind.
- Solved multiple accounting issues that existed from incomplete migration to a new accounting software.

ACCOUNTING SPECIALIST Bank of America, Bangkok, Thailand**PROFILE****Software / Systems**

<u>ERP & Accounting</u>	Microsoft Dynamics GP, FRx (financial reporting), SQL Report Services, MITC Time & Attendance, Encore (billing), Greenshades (payroll tax filing), Zevez (vendor payables)
<u>Microsoft</u>	Word, PowerPoint, Visio, Project, 0365, FRx, SharePoint, Exchange, SQL, Excel (advanced)
<u>Communication</u>	GoToMeeting, Skype, VoIP phone system, GoToAssist
<u>IT Infrastructure</u>	Cloud Hybrid, Microsoft Azure, domain security, server management, centralized remote access building security systems, folders and files security, contingency systems.

Certifications

Confidential University, 2015/2016

- Project Management Essential Certificate
- Black Belt Lean Six Sigma Certificate
- Advanced Lean Principles Certificate
- Green Belt Lean Six Sigma Certificate

Project Management Institute

Project Management Professional (PMP), 2015

Education

Confidential University

Master of Business Administration (MBA)

Confidential University, Bangkok

Bachelor of Science (B.S.), Accounting (international program)