

## FINANCE DIRECTOR

### Summary

Remarkably astute and analytical professional with over 12 years of hands-on experience in diverse accounting and finance management, human resources, facilities administration, and policy interpretation and implementation. Versatile with excellent ability to work independently or as part of a team. Highly skilled in financial and accounting analyses, combined with strong organizational, communication, and leadership abilities.

### Experience

01/2012 to 06/2016

Finance Director Company Name 1/4 City , State

- Administer 137 million in federal funding to over 15K low income families in Miami Dade County Create monthly executive reporting package identifying key drivers & metrics of forecasted performance against budget & prior forecasts.
- Participates with Senior Management to establish economic objectives & policies for the company Oversees internal, external & regulatory audit processes Direct the development & implementation of the corporate annual operating plan & monthly forecasts & initiatives Accounting and Tax Develop, assess, and maintain, and update as appropriate, general accounting systems, policies, and procedures to ensure that proper information is reported in accordance with IRS and US GAAP.
- Liaison with external auditors, Develop and support financial reporting internal controls, Responsible for the submission of accurate and timely data for financial reporting purposes to Senior Management and headquarters.
- Responsible for the treasury of North American companies including cash planning and reporting to Senior Management and Headquarters.
- Accountable for the maintenance and administration of the general accounting systems, including upkeep of the general ledger.
- Accountable for all day-to-day financial activities within the Hub, including payables, bank transfers etc.
- Ensure filing for all applicable income, property, sales and use tax returns for the US and Canada (Federal and Provincial taxes).
- Support audits for all tax matters (external, internal and tax audits).
- Coordinates the work of the external and internal auditors and supports the work of the tax consultants Updates the tax model and calculates the tax accruals.
- Ensures the timely and accurate filing for sales taxes and the filing for income taxes.
- Leading Accounting & Finance Team: Utilizes interpersonal & communication skills to lead, influence, & encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example Provide excellent leadership by assigning team members & other departments managers' clear accountability backed by appropriate authority.
- Leverage strong functional leadership & communication skills to influence the executive team, & own team.
- Payroll Preparation and Administration Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner Process and submit statutory and benefits remittances on time Collaborates with Human Resources in identifying retirement and benefit programs and negotiating rates with benefit brokers.
- Ensures compliance to Affordable Care Act reporting requirements Maintaining Financial Goals: Ensure P&L are documented accurately & timely Develops & support achievement of performance goals, budget goals, team goals Lead continuous improvements of measuring & reporting of receivable Procurement Lead the company's procurement and vendor management strategies in support of current requirements and company growth.
- Assures a formalized approach to the treatment of suppliers with respect to competitive bidding, not to exceed pricing, optional pricing for follow-on quantities, price reductions for subsequent lots, liquidated damages and long-term contracts.
- Assures documentation standards are established and followed for correspondence between procurement and suppliers in the form of negotiation files, memorandums to file, trip reports and significant verbal communications with suppliers.

01/2008 to 01/2012

Corporate Controller Company Name 1/4 City , State

- Financial Management / Oversight: Responsible for all accounts, ledgers, and reporting systems to make sure they are in compliance with appropriate GAAP standards and regulatory requirements Ensure that trial balance accounts are reconciled with the proper support schedules and related documents are complete and properly filed Consistently analyze financial data and present financial reports in an accurate and timely manner Participate as a member of the Finance department team in the annual budgeting and planning process Support the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery Cash Management: Manage the process of daily depositing of funds from both contracts and sales Monitor cash position and ensure wires to the field and to selected vendors are done timely Constantly analyze cash flow position and perform monthly organizational cash flow forecasting Compliance/Processes: Provide oversight to all compliance activities within the Finance department Review global policies and processes in an ongoing manner to maintain best practices Participate in the review and any amendments to the existing Finance Policies and Procedures Provide leadership, proper planning, and management during the annual federal telecommunication and all other global audits, including those for non US offices.
- Supervision: Provide oversight to global team to ensure collaboration and communication are consistent Provide supervision and mentorship to the finance/accounting team Build the capacity of the team and constantly provide support and training to increase productivity and job satisfaction of the team Complete evaluations in a timely manner and follow up accordingly.
- This can include Performance Improvement Plans or recommendations for promotions, etc.
- Work with team for setting ongoing overarching goals.

03/2003 to 12/2007

SR Tax Analyst Company Name 1/4 City , State

- Review and correct Trust Returns (1041), Corporate Returns (1065), and apply CT K-1 to non-residents tax payers.
- Receive over 200 calls daily from tax payers, and help resolve related tax issues.

- Review and make adjustments on income tax bill for refund accounts.

Education

2004

BA : Business Eastern CT State University Business

2007

MST/Taxation University of Hartford

Skills

Accounting, general accounting, accruals, approach, trial balance, benefits, budgeting, budget, cash flow, analyze cash flow, Cash Management, interpersonal & communication, communication skills, competitive, contracts, decision making, delivery, documentation, drivers, Senior Management, filing, Finance, Financial, analyze financial data, Financial Management, financial reports, financial reporting, forecasting, functional, funds, general ledger, Hub, Human Resources, leadership, negotiating, negotiation, organizational, payables, Payroll, Policies, pricing, Processes, Procurement, reporting, sales, sound, Supervision, Tax, taxes, tax returns, telecommunication, treasury, vendor management