

## MANAGER, FINANCE

### Summary

Strategic and analytical finance and accounting professional with 15 years + experience of success in financial analysis, budget preparation and financial reporting. Very detail oriented and experienced in grant management, general ledger reconciliation, management and team- building skills.

### Highlights

- Budget Preparation
- Variance analysis
- Forecasting & Cash Flow Analysis
- Financial reporting
- Superior time management
- Management & Supervision
- Proficient in Prophix
- General ledger accounting aptitude
- Certified Public Finance Officer

### Accomplishments

#### Budgeting

- Extensive experience with preparing, analyzing and reporting for various types of budgets. Subject matter expert for the development and installation of new budgeting software, Prophix.

#### Auditing

- Experience with Financial Statements audits, reviews, compilations and audits for Governmental organizations.

#### Accounting Skills

- Reconcile various general ledger accounts, explain variances and prepare reports for review with departments on a monthly basis.

### Experience

Manager, Finance Dec 2007 to Current

Company Name 1/4 City , State

- Prepare and analyze annual operating budget schedules for all business units
- Prepare monthly cash flow reports and analysis of data
- Perform monthly reconciliations on various general ledger accounts
- Manage the cash management, banking and treasury functions
- Manage debt management and compliance
- Monitors for compliance with EMMA, bond covenants and bond requirements
- Conduct training for the operating budget software
- Serve as Financial Advisor for budget data
- Maintain Prophix database of operating budget and account line item details
- Supervise, train and appraise Staff Accountant and Financial Analyst
- Monitor and evaluate federal grants and spending of grant allocations in excess of \$15 million dollars annually
- Manages and coordinates the Passenger Facility Charge Program
- Preparation of Single Audit - Schedule of Federal Awards on an annual basis
- Prepare annual reporting for DEA receipts and expenditures to Department of Justice
- Maintained database of Capital Projects and Expenditures
- Prepared payroll and benefit budgets
- Prepared commercial paper schedules and entries as required to record monthly transaction entries and perform fee analysis
- Prepared and analyzed airline variable calculations

Capital Funds Accountant May 1999 to Dec 2007

Company Name 1/4 City , State

- Prepared quarterly reports for the Federal Aviation Administration
- Reviewed all capital invoices for correct account number, cost element codes, business unit and grant approvals
- Ensured accuracy of compliance of prevailing wage laws by contractors and subcontractors
- Monitored the collection and disbursement of Passenger Facility Charges
- Provided monthly and quarterly reports to Senior Management
- Reviewed change order requests for completeness and accuracy
- Oversaw the accounting of retainage and interest for capital contracts

- Performed the account function for bonds, PFC's and grants and reconciled to the general ledger on a monthly basis
- Evaluated deferred revenues for advance grants and prepared entries to recognize income as appropriate
- Completed DEA processing, reconciliations and reporting for Task Force and Airport Funds
- Maintained proficiency in the understanding of single audit and assisted in assurance of Authority compliance
- Facilitator of the CORE team in 2006
- Created various spreadsheets to ensure compliance of prevailing wage

Senior Financial Analyst Oct 1997 to Mar 1999

Company Name 1/4 City , State

- Prepared financial information for annual reports, semi-annual reports and prospectuses
- Compiled and analyzed total return information on a monthly basis
- Reviewed propriety of invoices and expense authorizations for all fund expenses
- Ensured expenses were paid in a timely manner by accounts payable
- Acted as a liaison between audit firms and mutual fund clients
- Provided various information to governmental regulatory agencies
- Performed expense analysis for Fund Group and document explanations of variances
- Obtained information and prepared proforma's for clients
- Trained new analysts on job duties and responsibilities
- Prepared the quarterly books distributed to each Fund's Board of Directors
- Created and analyzed expense accruals for each portfolio of the Fund Group
- Performed any value-added services required by the clients or internal departments

Chargeback Analyst Jun 1995 to Oct 1997

Company Name 1/4 City , State

- Maintained largest vendor with weekly sales of \$1.2 million+
- Reduced Cardinal exposure for resubmissions from 120 days+ to 60 days
- Acted as a liaison between internal departments and vendors
- Collected unpaid balances through vendor resubmission and phone calls
- Analyzed detail and summary agings
- Communicated and resolved various issues with vendors
- Researched various issues for reconciliation purposes
- Trained new employees on chargeback analysis and reconciliation

Education

Bachelor of Science , Business Administration Accounting and Finance The Ohio State University 1/4 City , State Business Administration Accounting and Finance

Skills

Budgeting, Analysis, Management, Cash Flow, Prophix Software Administrator