

NAME, CPA

Address
(home)
(office)

e-mail:

PROFILE

MBA and CPA with a financial management background in manufacturing, software development, public accounting, banking, and government.

EXPERIENCE

11/2001- present CONFIDENTIAL Jacksonville, FL

Steel fabrication plant which specializes in reinforcing bar for the construction industry.

AREA CONTROLLER

Responsible for the general accounting of three plants in Florida - \$70M in sales. Responsibilities included financial reporting, cash management, financial analysis, and internal control. Managed staff responsible for human resources, payroll, accounts payable, accounts receivable, credit, contract management, and information systems. Worked with regional vice president, general managers, and department heads to develop cost controls, budgets and yearly business plan.

Accomplishments

Goal: To lower overhead costs by regionalizing accounting functions for three Florida shops and implement internal controls over processes in compliance with Sarbanes-Oxley 404. Trained staffs at plants within the CMC Steel Group to use a computerized Purchase Order system. Created new and more efficient processes which reduced Florida accounting staff requirements by three people. Result: Savings of \$169K per year in reduced labor costs and continual increased confidence in financial reporting by documenting compliance with SOX.

2/1999– 11/2001 COMPUTER SCIENCES CORPORATION (f/k/a MYND) Columbia, SC

Software development and outsourcing firm for the insurance and financial services industries

FINANCE MANAGER

Responsible for managing a team of financial analysts in the property and casualty outsourcing area of the company. Supported the business unit's financial needs including budgeting, monthly forecasting, month-end profit and loss recognition, and expense and variance analysis. Worked with project managers in collection of accounts receivable. Conducted review sessions with top management and project managers to discuss progress of projects, expense control, and pricing of new contracts. Recognized revenue based on percentage of completion on long term contracts .

Accomplishments

Goal: To implement Oracle Project Management system. Worked with team that accomplished implementation within a 12 month period. Trained end users on system capabilities and use.
Result: Better revenue recognition and project management reporting.

9/1996 – 1/1999 TOURVILLE, SIMPSON, AND HENDERSON, CPAs Columbia, SC
Public accounting firm

STAFF ACCOUNTANT

Performed audits, compilations, and agreed-upon procedures for banks and non-profit organizations in accordance with Generally Accepted Accounting Principles. Prepared financial statements and SEC 10-Q filings for clients. Conducted internal audit examinations. Assisted the tax department in preparation of tax returns for clients during tax season.

Accomplishments

Goal: To establish agreed-upon procedures to ensure regulatory compliance with the Bank Secrecy Act engagements. Result: Gave the firm the ability to provide additional agreed-upon services to core clientele.

2/1991 – 8/1996 FLORIDA DIVISION OF TREASURY Tallahassee, FL
State of Florida Treasury Department

FINANCIAL ADMINISTRATOR

Managed financial operations of the State Treasury. Responsible for the efficient functioning of the Accounting, Auditing, Receipting, and Warrant Paying Sections of the Treasury. Responsible for formulating and implementing policies and procedures; preparing and justifying yearly budget and budget issues; monitoring fund expenditures; and implementing and integrating departmental and interdepartmental computer systems. Responsible for preparing Requests for Proposal and Invitations to Bid and administering contracts.

Accomplishments

Goal: To acquire and implement an in-house investment accounting system for the Treasury. Led team that reviewed and compared different accounting systems. Established plan and ensured solid implementation of system. Result: Brought outsourced system in-house reducing outsourcing fees by \$3,000 - \$3,500 per month.

Goal: To integrate departmental and interdepartmental operational computer systems. Designed process to automate receipts into the Treasury from state agencies as well as disbursing function between the state Comptroller, state Treasury and the paying bank. Result: Greater efficiency and reduction of errors by automating manual processes.

Name

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1986 – 1/1991 FLORIDA DEPARTMENT OF BANKING AND FINANCE Tampa, FL
State of Florida Division of Securities and Investor Protection
FINANCIAL SPECIALIST

1981- 1986 PEOPLES BANK OF LAKE LAND Lakeland, FL
BRANCH ADMINISTRATION

EDUCATION and LICENSURES

CERTIFIED PUBLIC ACCOUNTANT Florida

M.B.A., 1993, FLORIDA STATE UNIVERSITY Tallahassee, FL

B.S., 1989, UNIVERSITY OF SOUTH FLORIDA
Accounting Tampa, FL

B.S., 1981, FLORIDA SOUTHERN COLLEGE
Sociology/Business Lakeland, FL

COMPUTER SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Lotus 1-2-3
- WordPerfect
- Oracle Applications – Project Accounting, General Ledger, Accounts Receivable

PROFESSIONAL ORGANIZATIONS

- American Institute of Certified Public Accountants
- Florida Institute of Certified Public Accountants