

Accomplished Accounting/Financial professional with a proven ability to oversee daily operations, improve workflow, and supervise effective teams. Highly competent in the preparation of GAAP financial reports, analysis, budgeting, and Board of Director packages. Strong communication skills with the ability to articulate Financial and Sales data at both the CEO and BOD Level.

- Over 9 years experience working in high tech small to medium sized business
- Over 14 years experience working in major financial institutions, and large complex companies
- Over 20 years experience in preparation of company financials, budgets, forecasts, and key performance indicators.
- High level in adapting to different financial systems software environments.

EXPERIENCE:

Director, Finance & Administration Morrisville, NC 7/08 – 1/09

- Direct report to CEO
- Responsible for all aspects of the company's financial reporting, including:
 1. Prepared all Monthly/Quarterly Financial reports for Management and Board review
 2. Prepared Quarterly BOD Package
 3. Prepared Company Budget/Forecast
 4. Prepared Capitalization file for investors
 5. Assisted Management in completing documentation book for additional funding rounds
 6. Worked with outside Legal Counsel on confidential issues affecting the company
 7. Worked with vendors for best pricing.
- Created Company's Employee Handbook
- Responsible for initializing, reviewing, and implementing benefit programs for the company including Medical, Life/Disability Insurance and trustee for the 401K program.
- Implemented Company Policies on Travel, Reimbursement, Cell Phones, IP Patents and Vacation
- Prepared Property, Franchise, and NC Corporate Tax forms.
- Reviewed and approved reconciliations of Balance Sheet accounts
- Assisted external auditors with all testing of general ledger account documentation
- Supervise staff of one.

Interim Controller (contract) Durham, NC 2/08 – 06/08

- Assisted CFO in closing 2007 General Ledger for 10-K preparation/completion
- Prepared all Sales and Use Tax forms for all required state filings.
- Reconciled and prepare back-up for all Balance Sheet accounts
- Prepared entries for 1Q08 Payroll and other cash disbursements
- Assisted external auditors with all testing of general ledger account documentation

Controller Cary, NC 2/04 – 1/08

- Responsible for creating and publishing worldwide metrics for all financial and sales regions of the company.
- Managed all day-to-day accounting and financial functions for this \$30+M privately held software distribution company, that includes;
- **Accounting** – Prepared all Financial Statements on a subsidiary and consolidated level in accordance with GAAP and IFRS guidelines, setting up monthly and quarterly reviews with CFO; In addition preparing calculations/ payments for monthly and quarterly Sale/Use Tax, GSA Tax compliance, and quarterly estimated state and federal tax payments; Selected, tested, and implemented Great Plains Accounting system on a worldwide basis.
- **Cash Management** – Worked with commercial bank to manage operating cash; Work with investment bankers to maximize revenue generated from cash positions.
- **Finance** – Re-organized company structure into cost centers; Implemented first company wide budget; continually analyzed areas for improvement, and provided analysis to determine Key Performance Indicators (KPI's) drivers/ measurements in all areas of the company.
- **Sales Department** – Approved all sales over \$10K, established company Sales policies, Commission calculations, signed off on all GFI USA's NDA and OEM Agreements, set up Credit limits on customers.
- **External Contacts** – Selected outside Legal and Tax representation; Interviewed potential IPO Investment Firms (UBS, Goldman Sachs, and JP Morgan).
- **Direct Reports** – Managed staff of 12 including the Accounting and Sales Order Processing Departments; setting up goals and objectives for individual mangers.

Accomplishments:

- Oversaw company Billings growth of over 90%, expense growth at 85%, and EBITDA growth of 25%

- Developed infrastructures for both the corporate and financial areas, including implementing financial and internal controls for the company worldwide and assisting HR Manager with establishing policies and procedures for the US Operations, and implementing Revenue Recognition practices (SOP 97-2).
- Assisted External Auditors (E&Y) and Tax Accountants (Grant Thornton) with all financial data necessary to complete year-end financials.
- Oversaw worldwide implementation of new accounting software system from QuickBooks to Great Plains.
- Maintained working relationships with all the company's outside professionals, including attorneys, CPA Firm, investment banker's, landlords, health benefits firm and insurance agents.
- Worked directly with IT Manager to determine capital required to minimize/eliminate network downtime, preventing loss of financial information.
- Implemented cost savings in both basic operating budgets and in health benefits by leading price negotiations and performing internal cost analyses.

Senior Financial Systems Analyst/Manager Durham, NC 3/00 – 1/04

- Provided financial support for the Company's Logistics and Technical Operations business units, including yearly budget preparation (\$250M in expenses), monthly forecasting, assisting in their business models and activity drivers.
- Support over 26 Regional and District managers with timely financial and business reports.

Employee Recognition Systems Facilitator RTP, NC 12/98 – 3/00

- Responsible for the design, implementation, testing, documentation and support of the company's intranet web site for tracking cash and non-cash awards.
- Prepared training material and conduct company wide demonstrations and training sessions on the Employee Recognition system.

Analyst (Business Operations) Raleigh, NC 5/98 – 11/98

- Responsible for the accurate and timely administration and sound controls of the 5 Retail Sales and Services Group incentive compensation plans, including interpretation and implementation of plan rules.
- Analyzed data against established goals in compliance with plan documentation, including the calculation and payment preparation of quarterly and annual incentive payments.

Financial Engagement Coordinator Boston, MA. 9/97 - 4/98

- Provided Partners and Sr. Manager's with high-quality client/engagement financial data via various mainframe and system software generalized reports.
- Ensured compliance with firm's policies concerning engagement information management, including analysis and review of engagement/client economics (ie. Progress to budget) with Partners.

Sr. Financial Officer, (7/95 - 8/97) Boston, MA 11/90 - 8/97

- Provided financial support for the Bank's 1784 Mutual Funds (*6 billion in Asset balances, 17 million in expenses*) and Institutional Services (*60 billion in Assets, 7 million in expenses*) business lines,
- Prepared yearly business line budgets, reviewed financial data with business line managers, prepared monthly management reporting, formulated monthly forecasts, met with Sr. Management on business needs,

Financial Officer, (11/90 - 7/95)

- Managed accounting operations which included budgeting, financial reporting, & accounting for Bank affiliates,
- Reviewed and analyzed operating results to Balance Sheet and Income Statement general ledger accounts,

Financial Officer (6/89 - 10/90) Buffalo, NY 3/86 - 10/90

Internal Audit (3/86 - 6/89)

EDUCATION: Canisius College, Buffalo, NY

MBA 1989. Concentration: Finance

State University of New York, College at Fredonia

Bachelor of Science 1985, Major: Accounting

COMPUTER

EXPERIENCE: Microsoft Office (Excel, PowerPoint, Access, Word, Outlook), Windows, Great Plains, FRx, QuickBooks, Peachtree, Vantage, Lawson, Hyperion, Internet, and Salesforce.com

