

**PROFILE SUMMARY**

Over 25 years of strategic, progressive experience in Non-Profit and Governmental Accounting and Finance. Demonstrated performance in ***Accounting, Finance, Management, Grants Management, and Treasury Functions in various sectors***. Background of sound judgement, keen attention to detail, and a strong understanding of GAAP/Not for Profit Accounting, and Governmental Accounting, and Internal Control procedures. Thrive in a fast paced, deadline driven environment providing critical financial support to CEO's, ED's, and various Boards and Committees.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of GAAP, GASB—OMB and UGG (Uniform Grant Guidance) and various pronouncements as they pertain to Federal Grant Awards
- Solid understanding of financial and fiscal principles for multiple programs, funding sources, government contracts, and restricted funds management
- Strong analytical skills to review, analyze, and organize complex financial information
- Potent leadership skills with current and previous experience managing people and processes, delegating work load, and providing direction and corrections as necessary
- Advanced Excel/Word skills, strong knowledge of various financial systems; MAS500, Team Approach
- Effective oral and written communication skills, effectively present information to internal/external audiences
- Ability to interpret complex fiscal policies and assimilate information from a wide range of resources
- Demonstrated success in performing meticulous, high quality, and compliant work product

**EXPERIENCE:**

**Currently serving as a Board Member and Finance/Audit Committee Member for the Senior Resource Association-Vero Beach, FL; Since 2019; Finance Committee for United Against Poverty**

Alzheimer's Association-Northern California Office-San Jose, CA

**Director of Finance and Finance Regional Director**

**(2013-2018)**

Under the direction of the Executive Director/and Regional leader and working in compliance with the Mission and Strategic Plan, was responsible for the oversight, management, and implementation of all the fiscal functions of the Region with approximately 98 employees, 12 offices, and an annual operating budget of ~\$30M. Provided management and leadership for the Finance, Technology, and Facility/Asset functions of the Chapters.

- Shepherded local finance compliance through the "Mission Forward" process, including due diligence documentation identification/submission and the conversion of various systems and processes. Examples: Pension Plan rollover, Chart of Accounts mapping, Net Asset Transfer, new Month-End processes, and new Budgeting program implementation.
- Introduced and implemented a comprehensive P-Card system as a complement to our procurement procedures.
- Completely revised the Chapter's monthly financial reporting package; began using financial system generated reporting and provided a comprehensive narrative as an adjunct to the required statements; providing detailed reasons for any variances and informing of upcoming events/funding. Note: this had not been done prior.
- Prepared comprehensive Policy and Procedure manual encompassing all areas of finance including specific, step by step instructions on various procedures and tasks. Also prepared new guidance document for newly issued federal grant guidelines. Note: Our then current auditors commented that it was one of the best they have ever seen.
- Initiated and guided the process to prepare RFP for new auditors. Prequalified and coordinated all the responses and resultant interviews. Note: We had our previous auditors for 10 years.
- Composed expansive Investment Policy to assure the Chapter's continued financial stability. Note: Policy never implemented due to the merger with the National office.

**Accounting Manager – Alzheimer's Association**

**(2004-2013)**

Managed the Accounting operations of the Chapter including General Ledger and Financial Reporting, Payroll, Accounts Payable and Receivables, Revenue, and Federal Grant Administration. Acted as primary liaison with outside auditors, banks, and governmental agencies on Federal, State, and other grant related matters.

- Supervised all day to day accounting functions for all operating activities including full general ledger monthly and annual closings.
- Coordinated preparation for and execution of the annual Association audit. Prepared majority of fiscal year-end reporting schedules. Provided data for annual 990 preparation.
- Prepared local government forms such as the annual welfare exemptions, property tax filings, and business registration renewals.
- Acted as primary contact and resource for technology interface and coordination between fundraising and financial databases.

**Bristol County Water Authority**

**Manager of Customer and Commercial Services**

**(1995-2003)**

BCWA is a quasi-governmental agency with bonding authority providing water service to Bristol County, RI. Total operating budget at the time was ~\$10M (not including capital budget)—Relocated to California January 2004.

- Coordinated operations of billing, accounting, customer service, and field operations-Balanced work load of 10 staff (some unionized)-recruited and hired for various staff positions-participated in Union negotiations.
- Assisted in preparation of extensive capital and operating budget, supervised monthly financial activity, and year-end audit preparation. Prepared various financial schedules for bond counsel and financial advisors.
- Initiated and managed billing design and upgrade of Authority billing system which resulted in a large cost savings to the Agency.

**State of Rhode Island Office of the General Treasurer**

**Supervisor of Accounts and Reconciliation**

**(1994-1995)**

- Directed and coordinated the Accounts Unit which was engaged in the control of state-wide cash receipting, bank reconciliations, banking relationships, and Treasury accounting and budgeting functions
- Supervised staff of 13 Professionals including some unionized employees; prepared budget for area.

**EDUCATION:**

B.S. Management and Administration, INDIANA UNIVERSITY, Bloomington, IN.