

ACCOUNTING MANAGER / CONTROLLER / C.F.O.

SUMMARY OF QUALIFICATIONS:

- 10+ years progressive accounting management experience including payroll management, fixed assets, financial and accounting controls, accounts payable and accounts receivable, general ledger, asset management, financial analysis & reporting and operating & capital budgetary planning and reporting and Government compliance reports.
- Certified Public Accountant, State of Texas.
- Well versed in guidelines governing accounting policies; i.e. Sarbanes-Oxley (SOX), Generally Accepted Accounting Procedures (GAAP), Federal Energy Regulatory Commission (FERC).
- Articulate with extensive interpersonal and communication skills necessary to interact with all levels of internal and external accounting and non-accounting customers, and respond to complex accounting inquiries.
- Computer literacy: Thorough knowledge of various corporate accounting systems including: Great Plains Dynamics, PeopleSoft, J.D. Edwards, Crystal Report writing software and 100% proficient in Microsoft Office Professional (Excel, Word, PowerPoint, Outlook, Access)
- Speak, read and write Spanish and English

PROFESSIONAL EXPERIENCE:

Corporate Controller

*dm*Dickason Personnel Services
4900 North Mesa, El Paso, Texas 79912
June 1999 to Present

Present employer is the largest / oldest full service staffing company in El Paso, as listed by *El Paso, Inc.* Publication. Company is also nationally recognized as one of top 500 Hispanic Owned Companies in America, and one of top 15 fastest growing companies in El Paso.

Principle Duties and Responsibilities.

Directly recruited by company CEO to set up and establish a full-service accounting department to payroll over 1200 temporary and staff leased employees, invoice over 500 on-going clients, manage a \$20 million cash-flow, and prepare monthly financial statements for 5 separate subsidiary companies. Directly hired, trained and supervised an Accounting Manager, 3 payroll clerks, an accounts receivable clerk / credit and collections clerk and one accounts payables clerk.

Accomplishments.

- Negotiated with bank and obtained a \$2,000,000. line of credit (at prime) to purchase receivables from Franchisor (who was previously providing line of credit and payroll services), and to locally cash-flow weekly payroll in-house.
- Saved company more than \$1,000,000 over seven years by conducting direct negotiations with Insurance Underwriters to purchase Workers' Compensation insurance policy, and by controlling claims through my direct supervision of Company risk management program.
- Saved company an additional \$300,000 in unemployment taxes by reducing annual effective tax rate from 2.7% to 0.67% on \$15,000,000 million in annual payroll through effective supervision of unemployment claims department.
- Enforced credit and collections procedures to keep the company debt free as sales and associated costs of sales increased from \$10 million to \$20 million.
- Installed Great Plains Dynamics accounting software, set-up 5 subsidiary companies and chart of accounts. Used Microsoft access and Crystal Reports software to link SQL tables in Great Plains with SQL tables in staffing software to prepare critical and efficient management reports to monitor weekly and monthly performance in all branch offices.
- Managed entire computer network of company with over 50 workstations, using Windows NT for 4 years, then ultimately hired and supervised an Information Technology Manager as our network became more complex.
- Established 401-K Plan and Section 125 plan for Company, resulting in improved benefits and cost savings from company and employees. Improved retention of key employees and helped company attract top talent.
- Orchestrated a multi-million dollar "buy-out" of company's franchise agreement with National Franchisor saving company several hundred thousands each year in override fees and increasing shareholder value by positioning the company for future acquisition.

Accounting Manager

Corporate Technologies, Inc.
3524 N. Stanton, El Paso, Texas 79932
September 1997 to June 1999

Corporate Technologies was established as a VAR (value added reseller) for Great Plains Dynamics accounting software and other high-end business application software. Originally hired to negotiate a new \$3 million credit facility, help cut excess from payroll and operating costs, and ultimately help rescue company from impending bankruptcy.

Principle Duties and Responsibilities. Primarily hired to assist corporate ownership in obtaining a new credit facility after IBM Credit Corporation cancelled their \$2 million credit line with company. Was held directly responsible for improving cash flow through improved collections and receivables management . Successful in tightening accounting and inventory controls to prevent asset depletion.

Accomplishments. Helped negotiated a new \$3 million credit facility with General Electric Credit Corporation and immediately improved credit facility compliance reporting. Substantially helped reduce overhead by recommending cost cutting action plans such as: the elimination of 3 staff accounting positions, relocation of operations to a smaller location, deep reductions in fixed costs, helped design and implement new sales representative commission and incentive plans and helped negotiate and purchased new software lines for twenty-five cents on the dollar (purchased \$20,000 of software for \$4,000). Helped make client visit sales presentations for Great Plains Dynamics and provided training and installation for clients. Personally made a minimum of one sale (approximately a \$50,000 monthly sales average) per month during last five months of employment. Also installed and managed Great Plains for Corporate Technologies to improve job cost tracking and financial reporting. Company was ultimately rescued from bankruptcy, and continues to successfully operate under the same sound accounting and financial procedures originally establish under my direction.

Accounts Receivables Supervisor

University of Texas at El Paso
500 West University, El Paso, Texas 79968
July 1994 to August 1997

Principle Duties and responsibilities: Supervise all activities in accounts receivables department, including the processing of 15000 invoices, expense vouchers, checks and wire-transfers per month. Fully responsible for hiring, training and supervising the daily activity of seven accounts receivable clerks.

Accomplishments: Increased credit standards of the university by streamlining accounts receivable process through the consolidation of two physical office locations, more efficient tracking of invoices, student payments elimination of lost invoices and duplicate payments and individual accountability of 7 accounts payable clerks (ultimately eliminated 2 staff clerk positions through better efficiency). Individually developed and implemented sound accounting and departmental operating policies, time-lines and procedures from the ground up which ultimately saved over 40 work / processing hours per week (and the elimination of one staff clerical position). Immediately improved efficiency of invoice & receiving processing, reduced number of student calls for under/over payments, account clarification inquiries and increased timely payment of invoices.

EDUCATION:

Masters of Business Administration. New Mexico State University, Las Cruces, New Mexico 880021
September 1992 to May 1994. 3.96 GPA.

Bachelor of Science in Business Administration – Accounting Concentration. University of Texas at El Paso, El Paso, Texas 79968. September 1989 to May 1993.

Successfully passed Texas CPA exam in May 1995 (first attempt). Financial Accounting –96%, Corporate Tax – 86%, Business Law – 85%, Auditing – 75%

FOR ADDITIONAL INFORMATION:

Please contact *dm*Dickason Personnel Services – 532-1981