

# HIRED RESUME SERVICE

---

612-400-5563

---

## CHIEF FINANCIAL OFFICER

---

Accomplished CFO offering over 20+ years of expertise in improving organizational finance and operational processes. Serves as a solid foundation and knowledgeable advisor throughout the financial decision making process. Utilizes excellent leadership and communication skills to provide guidance and direction to executive leaders, governing boards, staff, and business partners. Effectively analyzes financial data, recommends improvements, executes financial tools, systems, and accounting measures that drive profitable performance, limits costs, and significantly improve overall profit margins and cash flow.

### Areas of Expertise:

- Strategy, Planning & Financial Management
- Monthly & Annual Financial Statements
- Oversee Policies & Procedures
- Finance & Accounting Team Management
- Fiscal Control/Risk Management
- Administrations & Operations
- Contract & Legal Compliance
- Financial Analysis, Budgets & Projections

## PROFESSIONAL EXPERIENCE

---

**Name of Company, Inc., Minnesota**

**1998 to Present**

**Chief Financial Officer, September 2011 to Present**

Provide leadership in the coordination of efforts that ensures smooth, timely and accurate financial information and profitable performance. Manage all finance and accounting related requirements of 5 consolidated companies and 17 facilities operating in 25 states. Oversee all financial statements, budgeting, cash accounting, retirement plans, capital assets, financing, health, liability and property insurance. Serve as a key advisor to executive leadership, and directly supervise a team of 11. Manage a budget of \$10M.

### Key Accomplishments:

- Fulfill role as Chief Financial Officer and strategic business partner to senior executive leadership team including the CEO, General Counsel, and Senior Management Team.
- Engage finance committee and board of directors to develop short and long-term plans, projections, and budgets; continually assess and evaluate financial performance of the organization.
- Oversee the month end close process; review procedures while eliminating inefficiencies.
- Supervise the preparation of monthly, quarterly and annual financial statements and facilitate quarterly presentations to Board, including audit and budget presentations.
- Work closely with numerous lenders for capital acquisition needs and related financing issues; maintain outstanding relationships and strategic alliances with all vendors and business partners.
- Oversee the company insurance plans for liability, property and worker's compensation.
- Manage company health plans in coordination with Human Resources and insurance brokers.
- Administer the company's 401(k) and Profit Sharing Plan.
- Competently represent company to banks, financial partners, investors, public auditors and officials.
- Remain current on audit best practices; and state, federal and local law regarding company operations; coordinate and oversee the annual audit with outside accounting firm.
- Mentor and develop a team of 3 senior managers, managing work allocation, systems training, performance evaluations, and the building of an effective and efficient team dynamic.
- Perform pricing analysis and strategy development for all of our significant accounts.
- Played a key role in establishing a Board of Directors which improved corporate governance and shareholder relations.
- Achieved a full acquisition analysis in less than a week and secured a 30% growth opportunity.

- Transitioned the company from a single corporation entity to a 1 parent and 4 subsidiary company structure thereby providing a more versatile, nimble and secure structure.
- Developed unique pricing structures to cultivate entrenched relationship with customers.
- Evaluated administration of the company's 401(k) and Profit Sharing Plan, and conducted regular performance analysis of investment options and processes and replaced underperformers.
- Secured and utilized over \$60M in capital financing.

**Vice President and Controller, October 1998 to September 2011**

Supervised all accounting functions for 20 unique divisions and profit centers. Primary responsibilities included budgeting, general ledger, cash, accounts receivable, accounts payable, payroll, insurance and fixed assets and financial reporting. Directly supervised 11 staff, facilitated performance appraisals, training, hiring and termination. Managed overall revenue of \$80M.

**Key Accomplishments:**

- Provided insight and recommendations for both short and long term organizational growth planning.
- Participated in pivotal decisions relating to strategic initiatives and operational models.
- Prepared and presented monthly financial budgeting reports; monthly profit and loss by division including forecast versus budget and weekly cash flow by division.
- Identified, developed and executed analysis of business initiatives, product launches and/or new service offerings; worked closely with sales and marketing to establish pricing strategies.
- Administered the company's 401(k) and Profit Sharing Plan and coordinated the annual audit.
- Effectively worked and communicated with numerous outside auditors and regulatory agencies such as the Internal Revenue Service, state agencies, bank, credit, and insurance auditors.

**Additional Experience****Controller, Colorado Corporation, Boulder, Colorado**

- Managed and performed all accounting related responsibilities (financial statements, general ledger, accounts payable, accounts receivable, fixed assets, cash, payroll, budgeting and forecasting.)
- Actively involved in strategic planning with the CFO, CEO and President.
- Handled IRS, SEC, CFTC, NFA, and state audits (internal and external auditors.)

**Tax Senior, Name of Company, Minneapolis, Minnesota**

- Duties at this international firm included federal and state tax preparation, tax research, trust accounting, and consulting for a broad range of business entities and individual clientele.

---

**EDUCATION | LICENSURES | TECHNICAL SKILLS**

---

**MBA, Finance Concentration;** University of St. Thomas; St. Paul, Minnesota

**BA, Accounting;** University of St. Thomas; St. Paul, Minnesota

- Passed Series 3 Exam; Commodities and Futures License
- Extensive Exposure to Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft PowerPoint; Microsoft Dynamics Great Plains, ICC Enterprise Software; Local area Networks.

---

**COMMUNITY LEADERSHIP**

---

**Utility Commissioner, Centennial Utilities, City, Minnesota, January 2001 to Present**

This commission was established to provide natural gas, water, and sewer services to residents of named cities. Serve in advising the City Administrator, City Council, and Centennial Utility staff. Facilitates public meetings for strategic planning, making significant operating decisions.

**Advisory Council Member, Innovative Computing Corporation, Nashville, Tennessee, 2001 to 2009**

Provided feedback and advised up to 12 senior management and developers on proprietary software to recommend improvements and additional features or modules desired.