

CFO

SELECTIONS

Deborah Lynn Buck

Qualifications Summary

Deborah Lynn Buck is a seasoned financial professional with more than 20 years of experience as an accountant, controller, and CFO in the real estate, manufacturing, distribution, retail, and entertainment industries. Throughout her career she has successfully managed accounting departments including complete responsibility for staff, accounts payable, general ledger, payroll, budgets, credit and collections, financial statement preparation, benefits administration, human resources, sales tax reporting, audits, and cash management.

Professional History

The Brooks Companies	Controller/CPA	2008 - 2009
Mountain Ridge Companies	CFO	2005 - 2008
	Designated Real Estate Broker	
Ben Brooks & Associates	Controller	2003 - 2005
Consultant	Realtor and Accountant	2001 - 2005
Super Radiator Coils	Accounting Manager	1998 - 2001
Batteries Batteries For Everything	Controller	1997 - 1998
K.M.B., Inc	Accounting Supervisor/ Network Administrator	1996 - 1997
Biofoam Corporation	Accounting Manager	1994 - 1996
Accountants Overload	Accountant	1993 - 1994
Rancho Drug Store	Full Charge Bookkeeper	1987 - 1993
Gudvi, Chapnick and Company	Tour Bookkeeper and Personal Assistant	1991 - 1992

Accomplishments

- Responsible for complete management of the accounting department at multiple real estate firms, including cash management, G/L through financial statements, budgeting, sales tax compliance, internal audit, liaison with outside auditor and CPAs for tax returns, real estate contract review and real estate trust management. Set up employee benefits, negotiated suite leases, and composed contracts and employment agreements.
- As an independent accountant, restructured accounting systems for clients and subsequently identified over \$30,000 in business expenses otherwise unrecorded in a prior year for a sole proprietorship grossing less than \$250,000.
- Reduced past due accounts from 7% to 1.2% of outstanding credit at Super Radiator Coils.
- At K.M.B, Inc., successfully coordinated rebuilding of records for physical inventory after a complete loss of computer data which occurred just prior to the first day of work. Administered Citrix network with 30+ users, reduced trouble shooting by 90%, and handled onsite training for more advanced use of the network.
- Prepared for and participated in an SEC audit at Biofoam Corporation.
- At multiple companies, set up accounting systems and procedures.

Licenses / Education

- B.S. in Accounting, University of Southern California
- Certified Public Accountant (Arizona)
- Licensed Real Estate Broker (Arizona)
- Graduate – H&R Block Tax School
- PC Skills: Proficient in 10 Key, Microsoft products, Quicken, QuickBooks, DacEasy, Open systems, Traverse, Solomon, Macola, Peachtree, Platinum, and Citrix. Demonstrated ability to quickly learn, implement, and teach new systems and upgrades.