



## Donna Reitz

### Qualifications Summary

Donna is an accomplished accounting and finance professional with over 20 years of experience building individuals' skills, teams, and businesses. A licensed CPA since 1998, she has worked in a variety of industries including healthcare, nonprofits, startups, and retail, where she has developed extensive knowledge in all aspects of accounting. Donna has demonstrated herself to be a quick-thinking leader and team builder who loves to learn with strong values and attention to detail.

### Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Payroll Processing • Variance Analysis • Balance Sheet Reconciliations • Budgeting & Forecasting • Month End Closing • Process Improvements • Financial Statement Reporting • Quarterly Taxes • Benefit Administration • Cash Management

### Professional History

ASP	Consultant	2020 - Current
iFoodDecisionSciences, Inc.	Controller	2020
Keiro Northwest	Controller	2018 - 2019
Strong-Bridge Consulting	Corporate Controller	2017 - 2018
Integrated Diagnostics	Controller	2014 - 2017
Group Health Cooperative	Accounting Manager	2012 - 2014
Harborview Medical Center	Financial Reporting Analyst	2005 - 2012
Wireless Advocates/Car Toys	Senior Accountant	1999 - 2005
SI Technologies	Corporate Accountant	1998 - 1999
Clise Properties	Property Accountant	1997 - 1998

### Accomplishments

- Implemented Concur Expense and Concur Invoice, resulting in increased accuracy and a 20% - 25% time savings by the accounting team and management.
- Reduced month end close process for multiple companies by approximately 20%.
- Improved payroll processes, resulting in a reduction of 50% of time spent on payroll exceptions and a decrease in payroll errors from 5 - 10 per quarter to 1 per quarter.
- Implemented new capital thresholds, resulting in over 1,000 hours saved per year and annual cost savings of \$200,000 in personal property taxes.
- Developed an accountability training program for a Finance Operations team of 70, thus increasing employee engagement and job satisfaction.
- Decreased fixed asset and construction in project capitalization backlog by \$40 million or 67%, resulting in two days saved per month and more accurate depreciation estimates.

### Education / Licenses

- CPA – Oregon State
- BA – Accounting, Western Washington University

### Software

QuickBooks Online • QuickBooks Online Accountant • QuickBooks Pro 2020 Desktop • NetSuite • Lawson McKesson • Blackline • Oracle • Microsoft Office Suite