



Jeremy Gray

Qualifications Summary

Accomplished Controller, Bookkeeper and Office Manager offering over ten years of administrative experience reporting to senior-level executive members. Talented professional dedicated to facilitating the success of a demanding management team and office dynamics. Serves as an effective gatekeeper; prepares well-researched and accurate documents; manages busy calendars; and efficiently oversees daily office tasks.

Core Expertise

Accounting System Setup • Policy & Procedure Documentation • Dashboards & KPI Development • Financial Statement Reporting • Forecasting • Forensics • Internal Controls Development • Management Information Systems • New Business Setup • Software Implementations • Leadership/Staff Mentoring

Professional History

ASP	Consultant	2018 - Present
Leaph	Chief Financial Officer	2015 - 2017
Realogics, Sotheby's International Realty	Controller	2014 - 2015
Evergreen Herbal	Full Charge Bookkeeper, Controller Office Manager	2013 - 2014
Oregon State Public Interest Research Group/ Environment Oregon	Administrative Director	2010 - 2012
Aquent	Office Manager, Sales and Client Shared Services Manager	2008 - 2009

Accomplishments

- Responsible for updates and maintenance of elaborate business models, analytics, forecasting, dashboards, and Pro forma.
- Managed vendor relationships, payment processing, purchasing, receivables, payroll, and all other accounting related activities.
- Effectively managed the financials of the centralized accounting department for a \$20M real estate firm and marketing company with over 120 brokers and 20 staff members throughout four office locations.
- Managed all office management related activities including bookkeeping, human resources, purchasing, legal, compliance, permitting, build-out, and expansion of additional facilities.

Education / Licenses / Memberships

- Bachelor of Arts, Film and Digital Media, University of California at Santa Cruz
- Minor in Economics, University of California at Santa Cruz
- QuickBooks ProAdvisor

Software

MS Office • QuickBooks (ProAdvisor) • NetSuite • OpenAir • ADP • PayNorthwest • Gusto • BambooHR • Bill.com • SpringAhead • Sales Force • Expensify • SaaS Optics • ERP • SAP • SQL • ASC 606 compliance • SOX Compliance • IFRS 16 • Eloqua • OneDrive • Final Cut Pro • Adobe Creative Suite • Photography • Social Media Platforms • Artificial Intelligence