



Crystal Brown

Qualifications Summary

Versatile accounting professional with experience in senior financial and operational leadership roles. Able to drive profitability by providing the insight, guidance, and tools necessary to reduce risk, ensure sound financial practices, and enhance performance. Key strategic partner and resource for improving financial stability, compliance, and efficiency.

Core Expertise

GAAP Compliance • Budget & Operations Management • Financial Statement Preparation • Tax & Audit Support • Accounts Receivable & Payable • Financial Forecasting • Regulatory Compliance • Bank & Credit Reconciliations

Professional History

ASP	Consultant	2017 - Present
Valentine Roofing, Inc.	Controller, Accounting Manager	2015 - 2017
AC Electrics Service	Financial Manager	2008 - 2015
BOI, Inc.	Finance and Operations Manager	2009 - 2012
Allegra Properties, LTD	Property Manager	2006 - 2007

Accomplishments

- Reorganized corporate structure to limit owner's financial exposure. Changed ownership structure to a C-Corp from a sole proprietorship.
- Implemented QuickBooks and established SOPs for A/P and A/R, which greatly reduced accounting expenditures by streamlining accounting processes.
- Reduced overhead 20% by implementing new financial strategies, including restructuring debt by securing financing to take advantage of quick pay discounts and earn an additional 3% on each project. Renegotiated health benefits and IT vendor contracts, resulting \$30K+ in annual savings.
- Guided the company through an 18-month IRS audit. Located mis-categorized equity contributions and managed a complex appeals process, resulting in a \$100K reduction in tax liability.

Education / Licenses

- Master of Business Administration – Accounting, Eastern Washington University
- BS Business Administration – Finance and Management, University of Washington
- Associate Degree – Accounting, Bellevue College

Software

QuickBooks Desktop, Enterprise & Online • Quicken • Yardi • Salesforce • Microsoft Excel, Word, Access & Outlook