



Jay Matsen, CPA

Qualifications Summary

Versatile, dynamic accounting professional with experience in senior financial and operational leadership roles in the non-profit, hospitality, real estate, and other industries.

Core Expertise

Financial Reporting • Financial Analysis • Forecasting • Financial Model Creation • Government Reporting • Grants Management • Cash Management • Budgeting • Divisional Results • Debt & International Letter of Credit Requirements • Project Management • Compliance • Audits • Accounts Payable • Accounts Receivable • City & State B&O Taxes • Human Resource Management • Indirect Cost Allocation • Internal Controls Development • Leadership & Staff Mentoring & Oversight • Payroll & Payroll Taxes • Accounting System Setup • New Business Setup

Professional History

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| ASP | Consultant | 2020 - Present |
| Jay Matsen, CPA (Self-Employed) | Business Consultant | 2020 - Present |
| Quileute Tribal School | CFO / Controller / Business Manager | 2015 - 2019 |
| Johnson, Stone & Pagano, PS | Audit Supervisor and Manager | 2009 - 2011 |
| CFS/McGladrey & Pullen LLP | Audit Supervisor and Manager | 2005 - 2009 |
| Disaster Assistance Employee/Reservist | FEMA | 2012 - 2020 |

Accomplishments

- Developed and upgraded operating procedures, internal controls, and computer systems to keep pace with dynamic environment for external clients and employers.
- Successfully managed special projects to bring accounting and bookkeeping functions current.
- Monitored and coordinated merchandise distribution to ensure on-time delivery of product.
- Maintained compliance records and coordinated activities with external financial and government auditors/contracting officers, without any significant adverse findings.
- Responsible for coordinating financial, tax, operational, and government reporting functions.
- Managed accounting, payroll, personnel departments, training programs, and emergency operations.

Education / Licenses

- Certified Public Accountant, Washington state
- Bachelor of Arts in Accounting (*Cum Laude*), Washington State University

Software

MIP/Abila • QuickBooks • Microsoft Excel, Microsoft Word & Microsoft Dynamics • MAS 90