

QUALIFICATIONS SUMMARY

Innovative accounting professional, proficient in extracting financial data from numerous reporting systems and suggesting key operational changes. Solid history of clean and comment free audits. Mission motivated, programmatically sensitive, and firmly committed to best business practices in a variety of settings including medical, hospitality, and the non-profit sector. Broad experience in Human Resources, IT and Operations support functions, including Risk Management. Strongly focused on collaborative teamwork and solutions-based strategic thinking.

PROFESSIONAL HISTORY

CFO Selections	Consultant	2019 – Current
Relationship Coffee Institute/ Sustainable Growers	Director of Finance and Administration	2017 – 2019
Labrix Clinical Services	Director of Finance	2013 – 2017
Community Food Security Coalition	Finance and Operations Director	2012
International Partnership for Service-Learning and Leadership	Director of Finance	2009 – 2012
Raphael House of Portland	Controller	2005 – 2009

ACCOMPLISHMENTS

- Ground-up, dynamic budget-building ranging from \$2M-\$75M that included multiple international program sites.
- Provided key and timely fiscal data for the timely closing of the asset purchase agreement.
- Served as Project Manager for Salesforce billing and financial reporting conversion to ensure G.A.A.P standards were applied to all fiscal transactions.
- Developed brand new executive-level reports, including financial statements, operational budget, key dashboard metrics, internal controls, and KPIs.
- Successfully prepared and steered organizations through A-133, IRS 401k, county, and best practice audits.
- Achieved a more condensed and informative profit and loss statement by restructuring the chart of accounts.
- Identified the opportunity to increase revenue potential 100% each year over a 3-year period, as part of the redesign of a Master's program, while utilizing the available infrastructure.
- Proven A/R cash conversion abilities: successfully brought and maintained seriously truant A/R to within current for audit readiness.
- Developed billing policies and procedures for a multi-million dollar company that successfully led a medical billing team to achieve and maintain a past due amount under \$20K at any one time.
- Prepared cash flow statements that supported a mission to dissolve with integrity and satisfy all liabilities.
- Instrumental in identifying and correcting excessive employee turnover. Solved for a heavy reliance of on-call staff and overtime pay burdens by recommending reorganizing to FTE's with employee benefits, resulting in a seamless 24-hour schedule and consistent advocacy for participants.
- Co-raised over \$150K in pro bono materials and professional services for a shelter renovation.

LICENSES & EDUCATION

- Bachelor of Arts, Humboldt State University