**Summary of Qualifications**

Accounting management professional with over ten years’ experience in general accounting and finance including; financial statement preparation and analysis, strategic planning, budget preparation and analysis, risk management and job cost accounting

**Professional Experience**

**Advantage Home Builders, Inc.**  St. Augustine, FL

***Controller***  May 2013-Present

* Daily maintenance of general ledger for a company with annual revenue of $23,000,000
* Manage month/quarter/annual close process including:
	+ Balance Sheet and Income Statements account reconciliation
	+ Fixed Asset management
	+ Prepare and post monthly adjusting journal entries
	+ Prepare various supporting schedules
	+ Update and analyze budget to actual, report variance to President
	+ Financial Statement preparation
* Monitor job cost reports to ensure job profitability
* Work to implement new processes and systems in order to streamline accounting functions
* Manage accounts payable function
* Book HUD closings and determine accruals
* Request and process construction loan draws
* Track NTOs and obtain lien releases
* Approve and cost code all invoices
* Project and manage weekly cashflow
* Manage human resources and payroll function
* Assist outside CPA in annual audit

**B.Y.O. Playground, Inc., NPC, Inc. & TSS, LLC**  St. Augustine, FL

***Accounting/Operations Manager***                             Aug 2009-Sept 2012

* Manage a team of 5 for companies with combined annual revenue of $10,000,0000
* Interview, hire and train accounting and back office staff
* Manage monthly/annual closing process including:
	+ Balance Sheet and Income Statements account reconciliation
	+ Fixed Asset management
	+ Prepare and post monthly adjusting journal entries
	+ Prepare various supporting schedules
	+ Update and analyze budget to actual, report variance to President
	+ Prepare detailed monthly gross profit analysis reports
	+ Financial Statement preparation
* Trend analysis on company sales revenue
* Manage accounts payable and receivable functions, directly handle all escalated issues
* Prepare numerous adhoc reports directed by company president
* Project and manage weekly cashflow
* Manage payroll and human resource function for 50 employees in multiple states
* Implement new processes and systems that streamlined accounting and back office functions
* Assist outside CPA in annual audit
* Additional special assignments as directed by company president

**Watson Custom Home Builders, Inc**.           Jacksonville, FL

***Accounting Manager***  Aug 2006 – Jan 2009

* Managed a team of 4 for a company with annual revenue of $150,000,0000
* Interview, train and hire accounting staff
* Manage the monthly/annual closing process including:
	+ Balance Sheet and Income Statements account reconciliation
	+ Fixed Asset management
	+ Prepare and post monthly adjusting journal entries
	+ Prepare various supporting schedules
	+ Prepare detailed monthly gross profit analysis reports
	+ Prepare detailed WIP reports
	+ Financial Statement preparation
	+ Update and analyze budget to actual and report variances to CFO
* Manage Accounts Payable function and directly handled escalated issues
* Approve all cash disbursements
* Project and manage weekly/monthly cashflow
* Coordinate weekly construction draws with multiple lending institutions
* Assist CFO in companywide budget
* Manage Payroll and Human Resource function for seventy plus employees
* Assist outside CPA in annual audit
* Additional special assignments as directed by the CFO, VP and company president

**River City Homes & Development, Corp.**     Palm Coast, FL

***Purchase Manager/Cost Accountant***  June 2005-Aug 2006

* Develop Purchase Function for a company with annual revenue of 50,000,000
	+ Create parts database with 10,000 plus parts
	+ Create base home budgets
	+ Create custom project budgets
	+ Negotiate pricing with current and new subcontractors/vendors
* Approve and GL code accounts payable invoices to ensure alignment with budget, research and analyze discrepancies and adjust base budgets accordingly
* Monitor all job cost reports to ensure profitability
* Identify pricing trends in subcontractor and vendor labor and materials
* Various additional assignments as directed by the division VP

**Arthur Rutenberg Homes/Marcus Allen Homes**   St. Augustine, FL

***Assistant Purchase Manager*** June 2004-June 2005

* Work directly with purchase manager and VP in all purchasing areas for a company with annual revenue of 25,000,000
* Maintain all base home option pricing
* Monitor job cost reports with purchase manager, research discrepancies
* Support field personnel in keeping jobs moving at an aggressive pace
* Various adhoc reports as directed by the company purchase manager and VP

**McNeal & White Builders, Inc**.                   Bunnell, FL

***Corporate Accountant*** Sept 2003-June 2004

* Maintain and reconcile all general ledger accounts
* Manage monthly/annual closing process
* Financial Statement preparation
* GL code and process all accounts payable invoices
* Process all cash receipts and disbursements
* Project and manage weekly/monthly cashflow
* Various adhoc reports as directed by company president



**Education**

**Bachelors of Business Administration,Accounting -** University of North Florida, Jacksonville, FL 2003

**Technical Skills**

Quickbooks, Buildsoft, MasterBuilder, MAS 200, ARIS, MYOB, M.O.R.E., AppWright, Microsoft Suite, Top Producer, Sugar CRM, PontForce, Advanced Excel user