

- Designed and implemented custom job-costing system
- Conducted on-going employee training on computer operations
- Wrote company-wide Policy and Procedure Manual
- Responsible for the initial setup and ongoing preparation of monthly divisional and consolidated financial statements

While on assignment in a **Consultant** capacity to Building Industry Assoc. (BIA)

- Reviewed, corrected and adjusted past years monthly financial statements
- Set-up accounting applications on new AST computer system
- Assisted in the hiring and training of a new Accounting Manager
- Evaluated all accounting applications and report generation for accuracy
- Developed written procedures for all computerized accounting & operational functions

As **Controller** for State Distributing Corporation, Inc. (3 years)

- Responsible for overall accounting functions, including sales, order entry, billing, collections, inventory control, and departmental reporting
- Prepared budgets and forecasts, changed the financial reporting structure by creating divisional and consolidated financial statements
- Restructured existing accounting functions throughout the corporation by producing written Policy & Procedures
- Provided guidance to accounting staff on the operation of the newly installed IBM System 38 computer system

As **CFO** for Computerized Management Decisions, Inc. (5 years)

- Initially responsible for the finance and accounting areas as Controller
- Converted the existing accounting functions from an IBM System 34 computer system to a new DEC 11/70 system
- Acted in a consulting capacity to our customers in implementing accounting software applications on newly installed IBM and DEC computer systems
- Initiated the startup and implementation of the new Computer Equipment Leasing & Rental division, and the new Computer Equipment Repair & Maintenance division
- Separated the corporate structure into six divisions for reporting and functional purposes
- Promoted to Director of Operations, and then to CFO, with overall responsibility for 4 of the 6 divisions (4 managers, the Controller, and 25 employees)

As **Controller** for Shelby Steel Distributors, Inc. (2 years)

- Responsible for overall management of accounting and credit functions for four regional divisions in 3 states, while establishing a new Credit Dept and hiring a Credit Manager
- Evaluated and revised existing policies and procedures, in determining the effectiveness of the computer applications in the Distribution arena
- Maintained ongoing budgeting and forecasting, preparation of monthly divisional and consolidated financial statements, and corporate income taxes

As **Staff Auditor** for Price Waterhouse, CPAs (2 ½ years)

- Performed both operational and financial audits in most areas of business including manufacturing, legal, construction, services and non-profit organizations
- Corporate and individual tax reporting

Community Involvement

Member, First Christian Church
 Pop Warner and YMCA Football Coach – 11 years
 YMCA Basketball Coach – 5 years
 Boy Scouts of America – 7 years

Ft Myers Resident – 16 years