

Nancy Simmons Holloway

3245 County Road P, Wiggins CO 80654 • 719.648.6252 • nancy@gentlespiritpacaafarm.com

» Education

Virginia Commonwealth University, Richmond Virginia, 1990
Master's in Business Administration – Concentration Finance

Clemson University, Clemson, South Carolina, 1986
Bachelors of Science – Financial Management, Cum Laude

» Work Experience

Douglass Colony Group Inc, Commerce City, Colorado **April 2007 - Present**
Corporate Controller, Specialty Contractor - Commercial Roofing

- Responsible for overseeing all aspects of the financial and accounting functions of the company.
- Work closely with outside CPA firm to produce audited financials.
- Month End Processes including revenue recognition, reconciliations of various accounts to the balance sheet including Operating Accounts, Line of Credit (LOC), A/R, A/P, and Inventory. Balancing out job cost and billings to the income statement at both the divisional and corporate level.
- Oversee the Sales and Use Tax to ensure appropriate taxes are remitted to the proper jurisdiction as well as reconciliation at the end of the job to ensure taxes are not over or under paid.
- Monitor and identify variances between actual and budgeted costs for individual jobs plus general and administrative costs. Meet with operational managers to isolate areas of concern regarding overages and develop plans to rein in costs.
- Oversee the support staff and provide direction for them in regards to all aspects of accounting and accounting software issues plus job performance.
- Actively interact with the warehouse control shrink and swell of inventory and provide software training.
- Monitor the status of change requests and follow up to ensure they are converted to change orders.

Searles Corporations, Denver, Colorado **May 2005 – April 2007**
Corporate Controller, General Contractor – Residential Housing

- Accountable for compiling financial statements at the divisional level plus combined reporting for the company and its numerous LLCs.
- Worked closely with the bank to monitor construction loans in regard to loan to value, budgets, construction draws and closing documents.
- Continually monitored projects to preserve margins and met with estimators, project managers and superintendents regarding overages and potential over runs.
- Forecasted and analyzed cash flow modeling to protect the company from excess LOC fees while enabling it to meet its financial obligations.
- Work with external auditors to ensure accuracy of audited financial statements.

- Oversight of the property management operations in regard to the accounting process and software.
- Set in place procedures to coordinate the timely flow of information from the job site to the office to make certain only work completed was billed for and only materials on the job were paid for.
- Coordinated activities between the field offices and the corporate office.

Designworks Inc, Denver, Colorado

June 2003 – May 2005

Corporate Controller, Specialty Contractor – Interior Design

- Monitored budgets on a per job basis to ensure company profitability. Identified variances and researched reasons for variances. Became very skillful at recognizing overages in the early stages of the project that allowed time to rework budgets to meet required margins.
- Increased margins for the company 3% by overseeing the warehouse and purchasing and implementing procedures to deal with excess inventory, ordering errors, and increasing inventory turnover.
- Responsible for the operational side of the business including accounting, warehouse and purchasing.
- Accountable for the financial statements of the company and worked closely with the external auditors. Employed better methods for recognizing revenue that better reflected margins for the company. Provided financial analysis to the owners on an ongoing basis.
- Oversaw the conversion of outdated job cost software to Timberline, Conducted training on accounting software for the staff and provided ongoing support for the company.
- Evaluated procedures and processes to streamline paperwork and safeguard against paying for materials not yet received.

Log Homes of the West, Woodland Park, Colorado

May 1996 – May 2003

Controller, General Contractor – Residential Housing

- Accountable for compiling financial statements, maintaining project budgets and overseeing the accounting process.
- Maintained relationships with the bank to secure construction loans and filed draws and closing documents.
- Continually monitored projects to preserve margins and met with estimators and superintendents regarding variances.
- Forecasted and analyzed cash flow modeling to protect the company from excess LOC fees while enabling it to meet its financial obligations.
- Work with the building department to smoothly acquire building permits, schedule inspections and finalize Certificate of Occupancy.
- Monitor and track the allowance items for custom homes, followed up with change orders for any overages and tracked change orders on the job.
- Set up job costing methods for the owners and provided analysis of the information derived from cost accounting.
- Coordinated activities between the field and the business office.

Tilt Con, Altamonte Springs, Florida

January 1993 – April 1996

Corporate Controller, Specialty Contractor – Tilt Wall

- Held responsible for the accounting processes of the company including all month end procedures through compiling financial statements for subsidiary companies owned by Tilt Con.
- Worked closely with the project managers and owners to monitor construction costs and identify variances.
- Responsible for evaluation of completed projects in regards to financial outcome of the jobs.
- Evaluation of cash flow to minimize the expense associated with the LOC.
- Oversight of the property management side of the business in regard to the accounting process and software.
- Set in place procedures to coordinate the timely flow of information from the job site to the office to make certain only work completed was billed for and only materials on the job were paid for.
- Coordinated activities between the field offices and the corporate office.