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# Christine L. Taylor

## CMA, MBA

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EDUCATION:     *MASTER OF BUSINESS ADMINISTRATION - 2010*  
                          *CARLSON SCHOOL OF MANAGEMENT, UNIVERSITY OF MN*  
*BACHELOR OF ARTS - 1996*  
                          *ACCOUNTING, HAMLINE UNIVERSITY*

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### *Accounting Manager, Carlson Real Estate Company (03/07-Present)*

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- *Prepare all financial information for monthly, quarterly and annual reporting*
- *Analyze financial information and resolve deviations*
- *Prepare, review and compile annual budgets*
- *Manage month end close process*
- *Direct and manage annual external audit*
- *Manage, coach and develop accounting staff (4 direct reports)*
- *Manage and maintain all accounting software packages (MRI, NexusPayables, FAS, Argus)*
- *Develop, manage and maintain accounting processes and procedures*
- *Manage job cost system for all capital related projects*
- *Preparation of year end CAM/Tax reconciliations for all tenants*
- *Developed strong working relationships with management leadership*

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### *Accounting Manager, K. Hovnanian Homes (03/06-03/07)*

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- *Manage monthly, quarterly and annual close*
- *Tracked sales and inventory per development*
- *Prepare monthly and quarterly Sarbanes-Oxley testing*
- *Oversight of Human Resources including interviewing, hiring, orientation and training*
- *Manage, coach and develop accounting staff*

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### *Accounting Manager, Meritex Enterprises, Inc. (07/01-02/06)*

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- *Manage month end close process*
- *Prepared all audit schedules for annual external audit*
- *Supervised support staff in the accounting areas of General Ledger, Accounts Payable, Billing and Accounts Receivable*
- *Establish, implement, improve and monitor accounting procedures*
- *Developed strong working relationships with management leadership*

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### *Accounting Supervisor, Ryan Companies US, Inc. (09/96-07/01)*

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- *Supervised Accounts Payable and Job Cost staff*
- *Collaborated with Project Managers for job cost tracking and project close out*
- *Prepared monthly profit projections for executive staff*
- *Hired and trained all accounting personnel*
- *Prepared monthly department financial statements for managers*
- *Prepared payroll standard cost*

## *Software*

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- *Microsoft Office*
- *Accounting Software – MRI, CMS, PMAS, Quickbooks*
- *Other – FAS, Argus, PayablesNexus, Lotus Notes, F9*
- *Systems – AS/400, SQL*