

CHRISMARTINEZ

123 Bayside Circle
Windsor, CO
970-573-0013

EDUCATION

Bachelor of Science in Technical Management, Accounting
DeVry University

A.A. in Office Administration
Aims Community College

ACCOUNTING EXPERIENCE

AmeriDrug Laboratories Inc: Loveland, CO

July 2013 to Current

Accounting Manager/Controller

Laboratory Testing for Medical Providers, Healthcare Networks & Clinics across the United States with emphasis in Pathology, Toxicology, & Blood Work. Yearly revenue amounts ranging from \$6,000,000 to \$10,000,000.

- Served not only as Controller & Operations Manager, but also as full time HR Manager. Primary point of contact for all HR issues, compliance etc.
- Direct supervision of 15-35 employees & sales representatives
- Execution of Contracts with Vendors & Medical Sales Representatives across the United States
- Filed for CLIA, CAP, and ACHA Florida licenses jointly with Laboratory Director
- Correspondence with various Attorneys to insure corporation was compliant with Medicare, Medicaid, and Commercial insurances regarding billing & payments
- Overall Fiscal management for Laboratory & Four other related entities. Asset Holding companies
- Intercompany Accounting for Primary Company & Four related entities
- Prepare general ledger accounting functions through trial balance to month end close and monthly financial statements
- Prepare and present monthly and yearly financials for CEO/President & various Financial Institutions
- Prepare and file payroll for multiple lines of business which included 15-35 employees & sales representatives locally in Colorado & across the United States. Complete with both state and federal payroll taxes.
- Preparation of year end forms, W2, W3, and over 100+ 1099 vendor forms & Federal 1096.
- Filing of Sales Tax for the states of California and Florida
- Filing of Franchise Tax in the state of Texas
- Serve as point-of-contact for all tax authorities as well as working closely with colleagues who own and operate a highly reputable CPA Firm located in Fort Collins, CO. Maximizing full tax deductions & write – offs. Reducing corporate & personal tax liabilities for CEO.

- Support income tax preparation, tax provision, transfer pricing studies, and tax audits
- Full completion of worker's compensation, all insurance and payroll audits
- Manage accounts receivable and administered bad debt in accordance with accepted Accounting Practices
- Evaluated and implemented cost savings strategies by setting up pricing contracts with preferred vendors to save an average of 25% - 35% on an annual basis.
- Maintain equity records and serve as point of contact for clients
- Established all accounting methods for various new entities
- Prepare and maintain financials to attain and secure multiple million dollar lines of credit
- Advised CEO on accounting decisions and methods while also training supporting staff
- Developed and implemented cost tracking and budgeting which identified and reduced unnecessary spending by an average of \$50,000 - \$70,000 monthly.
- Allocated a monthly budget for improvements made to property & high valued Laboratory instruments purchased – which maximized profit when both were sold
- Meticulous Asset Management
- Meticulous tracking of multi-million dollar inventory at any given time \$500,000 to \$3,000,000 to correctly reflect the balance sheet for multiple entities. Accounting for this correctly is essential and needs to be accounted for in three accounts-cost of goods sold, income account, and inventory asset account

M5 Consulting: Greeley, CO

December 2011 to July 2013

Accounting Manager/Controller

Consulting firm and conglomerate for agriculture, manufacturing, heavy industrial, service, property management, and church clients. Clients had yearly revenue amounts ranging from \$250,000 to \$10,000,000.

- Intercompany Accounting
- Prepare general ledger accounting functions through trial balance to month end close and monthly financial statements
- Prepare and present monthly and yearly financials to clients
- Prepare and file payroll for multiple business for 5-50 employees and complete with both state and federal payroll taxes
- Serve as point-of-contact for all tax authorities as well as outside CPA's
- Support income tax preparation, tax provision, transfer pricing studies, worker's compensation tax and payroll audits
- Manage accounts receivable and administering bad debt in accordance with loan covenants
- Evaluated and implemented cost savings strategies by setting up pricing contracts with preferred vendors to save an average of 20-25%
- Maintain equity records and serve as point-of-contact for clients
- Established all accounting and business for two new property companies
- Prepare and maintain financials to attain and secure multiple million dollar lines of credit
- Advise clients on accounting decisions and methods while also training their supporting staff
- Developed and implemented cost tracking and budgeting which identified and reduced unnecessary spending by an average of \$11,000 monthly
- Direct supervision of 4 employees

- Allocated a monthly budget for improvements made to new properties purchased which maximized profit when properties were rented or sold
- Meticulous Asset Management
- Meticulous tracking of multi-million dollar inventory at any given time \$500,000 to \$3,000,000 to correctly reflect the balance sheet for multiple clients. Accounting for this correctly is essential and needs to be accounted for in three accounts-cost of goods sold, income account, and inventory asset account

Reliable Field Services: Greeley, CO

August 2008 to December 2011

Controller/General Manager

Large supplier for the Oil Field Industry in Northern Colorado. Supplied various companies with trash containers, portable toilets, hauled frac sand and water as well as other essential services. The yearly revenue varied throughout the years from \$250,000 to \$2,000,000.

- Prepare G/L and bookkeeping accounting functions including all A/P, A/R
- Prepare and file payroll and payroll taxes for 20-35 employees and complete with both state and federal payroll taxes as well as workers compensation
- Develop systems to reconcile general ledger and compile tax information
- Prepare and execute contracts with customers and vendors
- Negotiated with employees a reduction of hours worked by 25-30% while sustaining profitability for company without laying off staff
- Researched cost of materials and obtained contracts with suppliers to reduce cost by \$50,000 annually
- Developed strong business relationships which resulted in increased work and profitability by over 50% over the course of a two year span
- Direct supervision of 15-20 employees
- Full HR functions, Primary point of contact for all HR issues, compliance etc.
- Meticulous Asset Management

TECHNOLOGY/SKILLS

- Quickbooks Pro Advisor/Expert (Accountants, Enterprise, and Wholesale Versions)
- Experienced with all Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook, etc.)
- Fixed Asset Management
- Cost Accounting
- Inventory Tracking
- GAAP Knowledge
- Budget Forecasting Expertise
- Account Reconciliation Expert
- Financial Statement Preparation/Analysis
- General Ledger Accounting
- Reporting Proficiency

- Analytical
- Organized
- Detail Oriented
- Team Leadership
- Various other finance and accounting applications
- Bilingual-English/Spanish (speaking, translating, reading, writing)
- Financial Management of multi-million dollar operations
- Skilled With Various POS Applications.