

DEB WORDEN, CPA
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OBJECTIVE:

To obtain an upper-level accounting position in which I can utilize my expertise in a variety of management, finance, accounting, and system administration skills.

SUMMARY OF QUALIFICATIONS:

- Experienced in developing and implementing accounting processes and procedures.
- Managed multiple aspects of growing organizations including accounting, human resources, training, benefits administration, business insurance and regulatory requirements.
- Design and restructuring of accounting systems to meet individual organizational needs, expert level skills in Microsoft Dynamics.

WORK EXPERIENCE:

Appliance Factory Mattress Kingdom Thornton, CO - Retail 4/18- Present
Consultant – 4/18 - present

Streamline sales tax payment and filing process for 7.8 million in annual sales tax payments. Manage multiply sales and use tax audits, assist accounting team with month end recons and procedures, compile entries to combine accounting data from multiple systems into main system. Train employees and implement procedures for new system conversion.

Paramount Utility Corporation, Broomfield, CO – Telecom Construction
Position – Controller 5/16 – 3/18

Start up of multi state telecom and wireless construction company. Designed and implemented accounting system for 4 separate companies with full job costing and payroll using Quickbooks Pro and Enterprise. Forecasted and managed tight cash flow for capital expenditures and operating capital Analyzed financial data to evaluate staff performance and profitability. Introduced best practices for all accounting and regulatory reporting. Maintained oversite of payroll and HR for 150 employees in multiple states. Monthly creation of financial reports for each branch as well as company-wide reporting.

Tax Accountant, Self-Employed – 12/15 – 4/16

The Denver Mart, Denver, CO -Leasing and Event Center
Position: Controller 4/2012 – 11/2015

Creation and Analysis of all financial reports including monthly financials, annual budget, cash forecast, and specialty reports for financing projects. Prepared and analyzed over 150 project P&L's annually. Integration of 6 computer systems in order to prepare monthly financial data. Involved in restructuring of company coming out of Ch. 11. Compiled and analyzed data for a \$27 million refinance of property. Involved in long term staffing models, benefits analysis, and compensation packages.

Jones Heartz Drywall Supply, Denver, CO-Construction Materials Supplier
Position: Controller 10/2007- 5/2011

Implemented Agility (building materials) software. Trained entire staff on new system from daily procedures to month end and specialized reporting. Responsible for preparation of monthly financials, forecasting, cash flow analysis, and budgeting. Prepared and processed weekly payroll, sales tax payments, and required bank reporting. Liason with CPA firm for Year End review and bank for monthly compliance with line of credit requirements. Implemented new payroll and credit card processing software to improve efficiency and reduce costs.

Equitylink I, Inc., Westminster, CO – Real Estate Investment/Property Management
Position: Controller - 2/04 – 9/07 Project Manager 3/03 - 2/04

Designed and implemented Great Plains accounting software, including additional Encore software Products and FRx Financial Reporting software. Constructed all financial reports for internal & external use. Trained staff of 8 on new system. Implemented a 5 day close for month end, responsible for financial statement preparation, cash management for 9 corporations, prepared and analyzed budgets and forecasts for all company operations and potential markets. In charge of all human resources as well as benefits administration.

Consultant (Self-Employed 9/01-2/03) Contract: Provide a wide-range of financial services to individuals and businesses including tax preparation, accounting, and computer consulting (specializing in Great Plains and FRx). Also certified by the IRS and State of Colorado for income tax preparation-volunteer for the 2001 tax season.

International Marble & Granite, Inc. (IMG), Denver, CO Marble & Granite Supplier
Position: Controller, 12/00-6/01 Chief Accountant, 9/99-12/00

Actively involved with all financial aspects of a growing, multi-state, company with \$35 million in annual sales. Responsible for a staff of 8. Acted as HR Director, Benefits Administrator, and Payroll Supervisor. Handled all reporting requirements for company including federal and state governments, bank, tax, and payroll related. Controlling of bank accounts, including bank reconciliations. Preparation and analysis of financial statements on a department level as well as by location and company-wide. Prepared and assembled all documents and reconciliations necessary for annual audits as well as quarterly bank audits.

Preferred Correctional Medical Team (PCMT), Aurora, CO Medical Services for Correctional Facilities
Position: Controller, 6/97 – 9/99

Reconfigured accounting software (Great Plains Dynamics) to allow for reporting for 15 different locations within 5 corporations. Preparation and analysis of financial statements for each location as well as consolidated statements. Handled all accounts payable, receivable, and payroll functions.

Iowa Donor Network (IDN), Iowa City, IA Organ Donation
Position: Business Manager; 8/94 – 1/97

Financial set-up for a new 501(c)(3) organization including implementation of computerized accounting system (Great Plains), performance of all general ledger functions, preparation and analysis of monthly financial statements, development and implementation of policies and internal control procedures, AP, AR and Payroll functions. Liaison for annual review by independent auditors. Member of Financial Management Council for the industry.

EDUCATION:

REGIS UNIVERSITY, Denver, CO
MBA - emphasis in Finance & Accounting, 2006

MOUNT MERCY COLLEGE, Cedar Rapids, IA
BBA ACCOUNTING, 1996

LICENSES:

CPA, STATE OF COLORADO

VOLUNTEER WORK:

CASA of Jefferson and Gilpin Counties