

Rebecca Hughes

www.linkedin.com/pub/rebecca-hughes/15/441/7b0/

5268 E. 130th Way
Thornton, CO 80241
408-691-8506 (cell)
rebeccahughes1382@gmail.com

Experience

LMGW Certified Public Accountants, LLP
Firm Administrator/ Office Manager

Saratoga, CA
08/23/10 –Present

- Support six C-Level Partners in Internal and External communication, including confidential and sensitive communication and documentation, meeting and offsite coordination and documentation, preparation of meeting and event agendas, client accounting and conflict resolution, travel, and calendar scheduling.
- Responsible for the Firm day to day operations.
- Representing Partners in external and internal communication.
- Coordinate all firm billing, collections, and client inquiries regarding the same.
- Manage Firm Operations including, but not limited to, Human Resources, external audits as related to Workers Compensation, Professional and Business Liability, 401k 5500 census audits, IT Support coordination, client communications, manage administrative support staff, internal and external firm communications on behalf of the firm including the firm quarterly newsletter electronic delivery and hard copy versions, interface as the primary point of contact to 2,400 clients representing partners in client communication, project status and conflict resolution.
- Firm internal accounting including collections and Accounts Receivable reporting to Partners, payroll, paid time off, accounts receivable, accounts payable, and reconciliation.
- Facilities coordination including 2013 100% remodel of existing office suite and staff work areas.
- Maintain all Human Resource documents, employee handbook, compliance communication and updates, and effectively address and resolve staff concerns within employment law guidelines, firm policies, and Partnership.

McCurdy & Fuller LLP
Office Manager / Accounting Manager

Menlo Park, CA
12/2006 – 07/2010

- Manage the Northern California and Southern California Offices
- Communicate with external CPA firm regarding accounting and tax reporting
- Managing and executing the Accounts Receivable monthly billing and Accounts Payable.
- Developed a Summary Accounts Receivable report communicating status of all receivables, inclusive on electronic billing processing status.
- Implemented electronic billing inclusive of client online external billing programs
- Successfully developed and implemented a client reimbursable expense policy and online document storage reference system
- Ongoing preparation of Annual and Monthly Budget Projections and Budget vs. Actual Operating Expense Analysis
- Semi-monthly Payroll processing, reconciliation and reporting
- Successfully achieved zero compliance deficits in 401K Quarterly & Year End Compliance Reporting
- Managed and issued 1099's & 1096 Internal Revenue Service Reporting

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- Compile and submit annual IRS 5500 reporting
- Preparation and management of document production for the annual Worker's Compensation Audit.
- Facilitate hiring support
- Site Project Manager 2007 for build out of new office space including design, coordinating with contractors including design elements, voice/data cabling, phone system training, server room build out, furniture and supplies purchases, physical move of company, and walk thru with punch list for finalization and signoff. Relocation occurred over a weekend with zero interruption in business and office availability.
- Plan and coordinate travel arrangements and travel schedule for the Senior Management Team.

The Hoffman Agency **Revenue Analyst / Operations Team Member**

San Jose, CA
09/2000 – 12/2006

- Develop reporting for CEO, CFO, and Senior Management reflecting Global Revenue Recognition, Utilization, Realization, and Trend Analysis.
- Implemented and developed reporting to capture revenue recognition in multiple currencies, direct and non-direct expense allocation, revenue invoice summaries, collections and receivables.
- Coordinate and liaison with global account teams
- Prepared and distributed monthly Global Exchange Rate Table for use by Global Account Teams.
- Initiated, implemented, and managed restructuring and improvements to the receivables process resulting in annual company cost savings of \$300,000.
- Responsible for setup and maintenance of the global time and billing database and all data input.
- Prepare global contracts, standard and custom, in multiple currencies.
- Coordinate with clients to develop and incorporate specific project details in contracts
- Communication with client's legal counsel and procurement to ensure acceptance of contract terms
- Streamlined all North American and Europe receivables aging at less than 42 calendar days.
- Successfully collected \$3,000,000. in delinquent receivables within six months
- Responsible for coordinating with internal support teams, sales, and IT to coordinate successful completion of projects within contractual guidelines and forecasted projections.
- Assist with IT Desktop support
- Project team member Microsoft Outlook migration
- Project team member 2005 – facilities move and setup for sixty-four employees completed in one weekend with zero office down time.

Education

Microsoft Office Suite and Microsoft Excel (Pivot Tables & Charts)
ADP PC Payroll and 401K PC Administration
Peachtree Accounting
Quickbooks Accounting
Thomson Reuters CS Professional Suite for Accountants
Timeslips (Sage Software 2000 - 2006 web and desktop)
ProLaw (Thomson West 2004 - 2010 v. 10.12)
EBilling – (electronic LEDES billing to external client software)
Wharton School of Business - Management Training Modules - Strawbridge & Clothier

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Rebecca Hughes Professional References

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Brain Yost

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