

# JENNIFER BAYES

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## PROFESSIONAL SUMMARY

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I love being an integral cog in a well-oiled machine, and I will also work diligently to get the company to that point.

Detail-oriented and results-driven, even-keeled Accounting Controller with 30 years of experience in the accounting field. Proven track record of implementing efficient accounting processes, optimizing internal controls, and delivering accurate financial reporting to senior leadership. Skilled in managing, budgeting, and forecasting, with a strong focus on maintaining profitability and reducing financial risks while maintaining a pleasant demeanor.

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## PROFESSIONAL EXPERIENCE

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### Accounting Controller

*AIM House LLC, Boulder Integrated Health, MadeLife - Boulder, CO / October 2018 – Present*

- Manage day-to-day financial operations, including overseeing accounts payable/receivable, payroll, and general ledger activities for 3 companies with same owners.
- Lead monthly, quarterly, and annual financial closing processes, ensuring timely and accurate reporting in compliance with GAAP.
- Prepare and present financial statements, variance analysis, and financial forecasts to owners/board.
- Supervise and mentor a team of 3 accounting professionals, providing coaching and development to enhance team performance.

### Senior Accounting Manager

*Blue Sky Remodeling - Broomfield, CO June 2008 – October 2018*

- Preparation of monthly and quarterly financial statements, ensuring accuracy and completeness of financial data.
- Maintained detailed financial reports for senior management to support decision-making and strategic planning.
- Conducted variance analysis and worked closely with department heads to identify cost-saving opportunities.
- Assisted with the preparation of budgets and long-term financial forecasts, trend analysis, and providing recommendations for cost management and capital investment strategies.

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## RELEVANT SKILLS

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- **Financial Reporting & Analysis:** GAAP, Monthly/Quarterly/Annual Financial Statements, Variance Analysis
- **Budgeting & Forecasting:** Budget Preparation, Forecasting & Analysis
- **Accounting Systems & Software:** QuickBooks Desktop and Online, Microsoft Excel (Advanced), Peachtree Accounting
- **Internal Controls & Compliance:** Audit Coordination, Risk Management
- **Team Leadership & Staff Development:** Staff Supervision, Mentorship, Training & Development
- **Tax Compliance & Reporting:** Sales Tax, Preparing Reports in Timely Manner for CPA for Filing
- **Strategic Planning:** Cost Reduction, Profitability Enhancement

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## EDUCATION

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### Bachelor of Business Administration – Accounting & Finance

*University of Kentucky | Lexington, KY | Graduated: May 1994*

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## REFERENCES

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*Upon Request*