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SUMMARY

Objective, logical, adaptable, solutions-oriented management professional with effective leadership skills and cultural competencies combined with remarkable achievements in financial services and hospitality industries, seeks opportunities to use the following key transferable skills in another organization.

- Managerial Accounting
- Financial Statement Accounting
- International Currency Management
- Customer Relationship Management
- Accounts Receivable
- Budgeting/Forecasting
- Cash Management
- Supervisor
- Currency Risk Management
- Transition Accounting
- Accounts Payable
- Policies and Procedures Development

WORK EXPERIENCE

Director of Finance
- Present

Feb. 2015

Quorum Hotels & Resorts at The Brown Palace Hotel & Spa and Holiday Inn Express Complex, Denver, CO

- Oversee all accounting functions including Accounts Receivable, Accounts Payables, Daily Income Audit, Cash Management, tax returns, etc.
- Complete annual budget and monthly forecasts, including the development, enhancement and maintenance of reporting applications.
- Supervise and mentor staff of 10 employees.
- Managed Fixed Asset acquisitions, maintained all depreciation and amortization schedules.
- Coordinated with external auditors for annual audit and local taxing authorities for audits as required.

Group Controller
- Feb. 2015

May 2011

Richfield Hospitality, Greenwood Village, CO

- Developed, trained and supervised property staff on all systems, policies and procedures for a group of assigned hotels.

- Acted as property Director of Finance/Controller during turnover periods.
- Developed/maintained detailed cash forecasting tools for cash poor properties.
- Work with property managers to better control their expenses.
- Assisted property personnel in budget preparations, including Capital budgets.
- Prepared customized monthly/annual financial reports for ownership groups.
- Reviewed vendor contracts to ensure compliance and opportunities for cost savings.
- Project Manager for new e-procurement purchase order system implementation.
- Reconciled balance sheet accounts transitioned from prior management companies.
- Coordinated with bank and credit card companies to open/close accounts as needed.
- Researched and solved sales/use/occupancy tax issues over multiple jurisdictions.
- Use of Great Plains, FRX, M3, ProfitSage, Microsoft Excel, Word, Opera, Birch Street E-procurement and Adobe Professional.

Accounting Manager
2006 - Oct. 2010

July

Western Union, Englewood, CO

- Completed financial reports to forecast daily sales to determine currency trades.
- Prepared ad-hoc financial reports as needed.
- Supervised up to eight staff accountants in day-to-day accounting functions.
- Evaluated, suggested and implemented process improvements.
- Prepared, approved and posted daily/weekly/monthly journal entries.
- Responsible for month-end close activities.
- Initiated and prioritized multiple projects, including Oracle and AS400 implementations.
- Coordinated policies and procedures and updated contractual agreements to reflect appropriate documentation for advances, reducing a risk of nearly \$1 million dollars.

Regional Controller/Area Accounting Manager
Dec. 2000 - July 2006

RDA Management Company/Sheraton Denver West, Lakewood, CO

- Administered day-to-day accounting for three Denver area hotels.
- Prepared all monthly financial statements.

- Reconciled inter-company general ledger and balance sheet accounts.
- Responsible for pre-paid expenses, accruals and deferred revenue entries.
- Completed all journal entries.
- Audited daily revenue and cash receipts.
- Supervised regional accounting and purchasing staff.
- Negotiated lease agreements for retail space.
- Managed Accounts Receivable, Accounts Payable and Payroll processes.
- Managed special projects.
- Use of Great Plains, Excel, Word, Outlook, Starwood's PMS, Squirrel POS, etc.

**Controller
Dec. 2000**

Aug. 1998 -

The Oxford Hotel, Denver, CO

- Prepared all monthly financial statements.
- Audited daily revenue and cash receipts.
- Responsible for Accounts Receivable, Accounts Payable and Payroll processes.
- Prepared billing for all leased F&B, spa and office space rental.

MILITARY HISTORY

September, 1987 to July, 1991
Sergeant/E-4 United States Air Force

EDUCATION

University of Colorado, Denver, 1996
Bachelors of Science, Finance.