

NATALIE DUBÉ

Greenwood Village, CO 80111
ndonaldsondube@gmail.com

[720.984.3709](tel:720.984.3709)
www.linkedin.com/in/natalie-dubé-8a7a8028

CORPORATE CONTROLLER

Financial leader skilled at developing sound financial foundations and highly efficient teams, resulting in increased efficiency, profitability, and stability within fast-pace environments. Effectively collaborate with and counsel Owners, and Operations, providing support and resources, mitigating risk, and ensuring financial goals are achieved. Provide superior service to all levels of internal and external stakeholders, clients, colleagues and business partners.

Areas of Specialization:

- Professional Services, Manufacturing, Project Costing and Domestic / Foreign Distribution & Logistics: Developing Utilization, COGS & WIP management, Product line dashboards and margins, Revenue Recognition - Contract / Conforming Material – P.O systems, T&M, Specified Fee, % Completion, Retail POS, Sub-contractor/third-party performance, vetting.
- Regulatory - Tax & Compliance: Ensuring Corporate Compliance / Corporate Filing and licensure Domestic and foreign nexus - Non-Issuer Corporate. Sales and Use – Taxable Basis Valuations, taxable transaction classifications, registration and filing, Reseller, Distribution/ Manufacturing assessments per Multiple state, Colorado Home-rule, Self-collect jurisdictions.
- Improve / Convert Systems Best Practices: Improve / integrate ERPs, Providing Complex financial reporting / forecasting, analysis & modeling, Executive dashboard / insight & General Business Counsel, Corporate compliance.
- Hands-on knowledge and abilities: While developing high functioning Support teams during rapid growth (A/R. A/P, F/A. P/R (foreign registries), GL, Procurement, Cash / Treasury, Financial Statements, Reporting, Compliance, Risk / Mgt).

PROFESSIONAL EXPERIENCE

DEWBERRY / J3 ENGINEERING, Greenwood Village, CO

Corporate Controller

2018 to 2019

Oversaw Financial, Human Resource and Payroll Functions for Professional Services firm, **Satisfying terms of Acquisition**

- Converted prior Cash-basis recordkeeping systems to GAAP General Ledger, multi-business unit reporting, incorporating Staff Utilization and Client billing and providing comprehensive financial statements with forecasts and budgets variance.
- Substantiated Business Valuation, resulting in successful firm Acquisition. Valuation included verifiable Financial Statements with Asset Schedules (Contracts, Goodwill, s/t Receivables, Personal Property), Employee performance, utilization & compensation analysis, Lease Commitments & Liabilities, Risk Analysis and policy portfolio, Credit Evaluation and Treasury documents and Historical filings for Income Tax, Property, Use.

HRI DESIGN, Littleton, CO

2012 - 2017

Corporate Controller

Led Accounting, Human Resource and Administrative functions for growing Professional Services and Material Distribution firm. Managed Accountant, Purchasing Agents, Accounts Payable, Client Services and Production Support. C-Corp Income tax with foreign filings and all other taxation filing (Owner Individual, Occupational, PR, Sales and Use, Business/Commercial, Property)

- Negotiated / settled 8 Income and Sales Tax inquiries / audits / inquiries from IRS and multiple states, reducing liability over \$500K. Developed accurate record-keeping procedures for substantiated basis and registered licensure in CO, SC, NC, TX, NV, CA, WA & PA, maintaining compliance. Settled Copyright infringement claims & instituted staff training.
- Developed Client-specific contract administration and Project Manager protocol for Service / material contracts, change-order, custom material purchases, growing client base and increasing annual revenue 200% in 3-year period, with 300% increase in profitability.
- Opened 2 out of state satellite offices, recruited and onboarded staff; developed new managers to oversee additional operations, providing higher level of client satisfaction and efficient staff utilization standards, while mitigating Labor compliance deficiencies.
- Led and developed Purchasing staff, Expanded and vetted Sub-contractors and vendors, providing higher quality materials distributed nation-wide, satisfying multi-site client requests, reducing COGS 60%, 30+ high activity credit card rewards job costed, providing greater range of client services and custom materials with more effective logistics.
- Initiated ERP Conversion, Overhauled GL Accounting, Job Costing and Professional service billing to develop comprehensive and GAAP-compliant financial data, reporting for 3 business units. Generated accurate, timely monthly financial statements with operational quantitative data, forecasts and projections. Counseled original owner, and successor, satisfying terms of succession.

CONSULTING, Denver, CO**Controller**

2008 - 2012

Consulting for New Start-ups, Retailer Events / POS, Small firms and Not-for-profit Organizations, Compliance reviews & Filings, Establish Sales tax collection, assessment and filing in conjunction with Online and Event Revenue, High Activity-Merchant Accounts. Counseled Directors on Labor-related compliance with Intern, Volunteer worker classification compliance and Employee / Workers Compensation filing, audits.

WE KIEDING INTERIOR ARCHITECTS, Denver, CO

1998 - 2008

Chief Financial Officer / Controller

Led Accounting, Human Resource and Administrative functions for Commercial Architecture firm. Performed all C-Corp tax return filing, managed company investment portfolio. Served on Executive Committee, Officer of the Firm, Developed expanded Owner and Project Manager specific financial statements and monthly analysis for Executive Committee presentation and counsel.

- Developed AIA-compliant Contract Administration for accurate revenue recognition and client billing. Established release / waiver attestation, satisfying contract terms and improving collection average from 90 day to 30 day and mitigating claims and default. *Published Real Property default, treatment and Lien remedies in Denver Business Journal.*
- Expanded staff benefit package and options, set-up 401(k) and subsequent Record Keeper / Trustee, and drafted quantitative performance compensation models. All of which supported additional staff recruitment needs, retention and Employee-ownership plan. With owner, designed and executed three-year rebranding and succession.

ADDITIONAL EXPERIENCE**REBOUND INTERNATIONAL, Denver, CO, Accounting Manager****BK LADENBURG GMBH (Division of Hoechst Celanese), Finance Manager****EDUCATION**

- **Bachelor of Science (BS)**, Accountancy, Regis University, Denver, CO
- **Bachelor of Science (BS)**, Business, Organizational Psychology, CCU, Denver, CO

ADDITIONAL INFORMATION

- Technical Systems Expertise:
 - MS, Word, Excel, PP, Office 365, Google Share, Drop-box, Docusign, H&R, ADP Workforce, PAYCHEX Flex, EFRS, IRS - FIRE REPORTING, ERP / ACCOUNTING SYSTEMS: Sage / Sage 100 Builder, Timberline, Great Plains, Dynamics, Deltek, Crystal, Quick books, JD Edwards (Hybrid)
- Additional Training, CPE and Designations:
 - CPE - Becker Professional & AICPA - 2019 Federal Taxation, Professional Service Corporation Best Practices & Internal Controls, Sales Tax & Market bill Treatment, Interstate Distribution Contract Law, CA Labor Regulation & Risk Management in Construction IFRS, 2014 – Present
 - ASID Affiliate Member 2012- 2017
 - Becker Professional Review Course CPA - State of Colorado CPA Candidacy, Regulatory / Contract Law, 2011 - 2014
 - Member, SWA - Professional Accountant Association, 2011 - 2018
 - Employment Law Training - Sherman & Howard Annual CPE, 2000 - Present
 - Society of Design Adm Member - Architects, Engineers, Designers, Construction, 2001 – 2006
- Community Service:
 - CC School District – Drama and Performing Arts Volunteer 2015 -present
 - Volunteer for Resource Network, Crittenden, State facilities, disadvantaged school districts, 2009 – Present
 - Fundraising Coordinator - MVC, 2009 – 2011, Created annual drive within Denver Design / Commercial Industry for the Denver Rescue Mission, 1999 - 2008