

# Regina Venis

## **CONTRACT FINANCE/ACCOUNTING - SELF EMPLOYED**

Westminster, CO 80021

[regina\\_venis@yahoo.com](mailto:regina_venis@yahoo.com)

720-331-7809

Influential finance leader offering expertise in ascertaining and reporting on trends while also building lasting partnerships with other management staff. Considered an expert in tracking business results against original plans. Highly experienced in resolving issues quickly and effectively training staff members. Shrewd individual with expertise overseeing finance, accounting, IT and purchasing operations. An effective Director of Finance offering exceptional attention to detail to support owners while managing overall performance.

## Work Experience

---

### **CONTRACT FINANCE/ACCOUNTING**

SELF EMPLOYED - Denver, CO

September 2019 to Present

- o Reconcile tax exempt and balance sheet accounts
- o Complete daily deposit and invoice submission
- o Reconcile monthly statements and outstanding balances with vendors
- o Provide ownership documentation for capital expenditures
  - Providence Hospitality Partners
- o Reconcile 3 bank accounts for past 18 months for 1 property
- o Balance sheet reconciliations for various properties
- o Recommend software programs to increase productivity and reduce costs

### **DIRECTOR OF FINANCE**

TWO ROADS HOSPITALITY AT HOTEL TALISA - Vail, CO

July 2013 to November 2018

Managed internal and external reporting functions including development of annual operation and capital expenditure budgets, monthly forecasts and 3 sets of monthly financials - hotel, condo and consolidation

- Recommended actions required to manage costs to achieve budget
- Provided organizational leadership to manage financial activities for accounts payable, accounts receivable, income audit, condo financial operations, purchasing, information technology (IT), risk management, and payroll
- Reorganized accounting, purchasing and IT departments to improve efficiency, cut excess spending and eliminate redundant positions and tasks
- Monitored and controlled cash management treasury functions
- Collaborated extensively with auditors during preliminary and year-end audit processes
- Maintained accuracy when reviewing and reconciling the general ledger and balance sheet
- Reviewed food, beverage and merchandise inventories for accuracy and opportunities for savings

### **ASSISTANT CONTROLLER**

TWO ROADS HOSPITALITY AT INVERNESS HOTEL - Englewood, CO

September 2010 to July 2013

- Prepared monthly financial reporting packages
- Contributed to the successful preparation of annual corporate fiscal and business plans
- Managed AP, AR, Income Audit, General Cashier and Payroll processing in an accurate and efficient manner
- Reconciled balance sheet, general ledger and daily cash records

### **CONTROLLER**

SAGE HOSPITALITY AT THE CURTIS - Denver, CO

December 2006 to July 2008

### **DIRECTOR OF FINANCE AND ACCOUNTING - MARRIOTT INTERNATIONAL AT DENVER WEST**

MARRIOTT HOTEL

October 1995 to August 2006

### **CONTROLLER**

MARRIOTT INTERNATIONAL AT TULSA MARRIOTT HOTEL - Tulsa, OK

July 1994 to October 1995

### **SENIOR ASSISTANT CONTROLLER**

MARRIOTT INTERNATIONAL AT JW MARRIOTT HOTEL - Washington, DC

June 1991 to July 1994

### **ASSISTANT CONTROLLER**

MARRIOTT INTERNATIONAL AT BWI MARRIOTT HOTEL - Baltimore, MD

August 1989 to August 1989

JUNE

## Education

---

### **BACHELOR OF SCIENCE in Accounting**

UNIVERSITY OF MASSACHUSETTS - Boston, MA

## Skills

---

Budgeting, Forecasting, Reconciliation, Account reconciliation, Great plains, Adp, Closing, Ap, Payroll, It support, Excel, Microsoft office, Powerpoint, Word, Peoplesoft, Vantage, Oracle, Accounts Payable, Microsoft Excel, Bookkeeping, Outlook, accounting, credit, Accounts Receivable, General Ledger

## Additional Information

---

### Skills

- Analytical reasoning • Profit and loss management
- Budgeting and forecasting expertise • Account reconciliation expert
- Month-end and year-end closing procedures • Cash-flow report generation
- Team leadership and staff development • Centralized AP, Payroll and IT support