

M. TIFFANEY KOLANDER, MBA, CPA

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Summary

Results-driven Certified Public Accountant offering success in leading financial management activities at both public accounting and corporate organizations. Exceptionally talented in creating robust internal controls, guidelines, and procedures to support the day-to-day operational accounting as well as month-end close process, reporting, and analysis. Highly accomplished in working with executives to create effective financial strategies focused on achieving organizational goals. Excited to bring talent and leadership to an organization offering room for growth.

Professional Skills

- Certified Public Accountant (CPA) with an MBA in Finance and Accounting
- Proficient with NetSuite, Quickbooks, Google Suite, MS Office Suite, Expensify and Stampli
- Reporting and Financial expertise including preparing monthly financial reporting, metric and KPI dashboards, cash flow analysis, annual forecast, budgets, year-end audit, and tax preparation
- Hands-on manager experienced in managing the day-to-day operational accounting as well as the month-end close process, reporting, and year over year, year to date and annual operational planning analysis
- Team leader who works across all departments to ensure accuracy of financial data and able to manage multiple projects in a fast-paced environment
- Strong communication skills, self-motivated professional, superior attention to detail, willingness to think outside the box
- Ability to confidently represent the Company's interests in negotiations with outside professionals, bankers, and consultants

Employment History

Boulder Heavy Industries, LLC, Boulder, Colorado
Controller, April 2018 - September 2019

- Directed day-to-day financial operations for the parent company and five of its subsidiaries, including budgets, payroll, accounts payable and receivable, processing payroll, commissions, and expense reports
- Supervised four-person accounting team in a high-volume collective of digital advertising agencies
- Implemented a monthly close process to ensure transactions were properly recorded, financial reporting was accurate and timely and risk mitigated by implementing internal controls systems to safeguard assets
- Prepared and reviewed monthly, quarterly and annual financial reporting packages for six advertising agencies against monthly forecasts and annual budgets with both the Chairman and five business unit Presidents and key state holders, recommended actions to correct variances

Johnson Kightlinger and Co, Boulder, Colorado
Audit Manager, November 2017 - April 2018

- Designed, organized and executed local financial statement audits for a diverse based of clients across multiple industries in both the public and private sector
- Served as primary liaison with client management, both resolving engagement conflicts and coordinating meetings
- Responsible for developing and monitoring project staffing plans, budgets, scheduling, and forecast, as well as investigating and following up on any variances from expectations
- Conducted performance reviews and training of 2 direct reports to support staff development and continuous improvement of audit processes

John Cutler and Associates, LLC, Denver, Colorado
Senior Auditor, December 2013 – November 2017

- Prepared time and cost budgets, planned and conducted audit preparation and served as a liaison during all phases of the audit and tax return preparation
- Supervised and organized a team of 3 junior associates to resolve problems and achieve reporting deadlines
- Performed financial audits including financial statements review, internal controls assessment, substantive works, corroborative interviews, reporting, completion and client relationship management
- Created thorough audit reports, including results, recommendations, and conclusions
- Drafted findings and recommendations into detailed reports and presented them to the organization's management, the board of directors and key stakeholders

Community First Foundation, Arvada, Colorado
Accounting Manager, August 2012 – December 2013

- Prepared monthly General Ledger reconciliations, including bank and credit card accounts, ensuring all accounting records were maintained in a timely and accurate manner; reviewed financial statements for abnormalities or inconsistencies
- Served as the Corporate Accounting POC for on-line giving database, resolving all front and back-office issues, customer concerns and completing cash reconciliations, chargeback resolutions, and customer returns
- Reviewed Payroll Schedule before transmission to ADP
- Acted as the Corporate Liaison with the external auditors
- Wrote Accounting policies and completed a procedure manual for the accounting department

Hospice of Northern Colorado, Greeley, Colorado
Finance Manager, August 2011 – August 2012

- Executed core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations
- Improved overall financial reporting by redesigning control processes and reporting structures
- Identified and capitalized on community business opportunities with effective networking
- Prepared budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports
- Performed spending analysis and partnerships to refine policies and develop recommendations for improvement

Anton Collins Mitchell, LLP, Greeley, Colorado
Audit Senior, January 2011 – August 2011

- Employed strong interpersonal and leadership skills to promote effective and efficient audits
- Coordinated engagement and firm resources to maintain the flow of the audit engagement from start to finish while managing the budget
- Prepared working papers, reports and supporting documentation for audit findings
- Obtained broad industry experience across the non-profit and government sectors
- Managed team of 3 field auditors

Taylor Roth and Company, Denver, Colorado
Audit Senior, January 2007 – December 2010

- Actively planned, supervised, and executed corporate operational audits, ensuring compliance with generally accepted audit policies, applicable laws and regulations, and corporate objectives
- Conducted risk assessments, client interviews, and audit walkthroughs, increasing understanding of audited areas
- Worked closely with the audit team and client, identifying and resolving potential issues
- Compiled and presented audit findings, recommended controls, and business practice improvements to both client and senior management
- Entrusted to run audit engagements within a year of hire

Certifications

July 2009 Certified Public Accountant (CPA)

April 2019 Certified MSF Rider Coach

June 2019 Certified Harley-Davidson Riding Academy Coach

Education

Bastyr University, Kenmore, Washington
Bachelor's of Science, Nutrition, Graduated March 1999

Regis University
MBA with an emphasis in Finance and Accounting, Graduated May 2004

Volunteer Experience

Imagine Charter School, Firestone, Colorado

Board of Directors Vice President

Sep 2008 – May 2014

Cause: Children's education

As a board member, approved Imagine Charter School at Firestone's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.

Reviewed outcomes and metrics created by Imagine Charter School at Firestone for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.