

Mary C. Reed

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Objective: To be “**Project Accountant Manager**” for government contactor using secret clearance status.

Twenty years of progressive accounting experience for firms with multiple-corporations and projects.

Accounting Experience:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Internal Cost Controls
- Cost Accruals
- Payroll
- Payroll Reports and Returns
- Sales Reports (daily/monthly/yearly)
- Sales Tax Returns (monthly/yearly)
- Internal/External Audits
- Preparation Journal Vouchers
- Preparation Financial Statements
- Balance Sheet Reconciliations
- Extensive Bank Reconciliations
- Variance Reports (actual to budget)

Project Specific Experience:

- Project Funding Report
- Project Cost Management
- Project Cost Reconciliations
- Preparation/Submission Billing
- Participation in DCAA Audits
- DBA (Defense Base Act)
- ROM's (Rough Order of Magnitude)
- Preparation of Definitive Proposals
- WBS (Work Breakdown Structures)

Secret Clearance: Eligibility received 03/17/06 from DOHA. Eligibility valid through 11/19/10

EDUCATION AND OTHER TRAINING

- BS – Organizational Management, Tusculum College, Greeneville, TN
- AS – Business Administration, Walter State Community College, Morristown, TN.
- SAP Training – Project Accounting, Project Controls, and Project Billing
- Cost Accounting for Government Contracting and Procurement Process
- General Billing Procedures for U.S. Government Contracts including WAWF (Wide Area Work Flow)
- Government Compliance Training (billing, expense reports, and timesheets)
- New Horizons Computer Learning Center – Over 200 hours of class time in 2003 Microsoft Office.

PERTINENT EXPERIENCE / EMPLOYMENT

Current Employment

(09/2004 – Present)

Project Lead ▪ *Arlington, Virginia*

Support multiple overseas government projects (cost plus, time and material, and fixed price contracts) ranging \$5-30 million each in contract value. Supported from US before deployed to Middle East (Dubai, Kuwait and Iraq) in order to work more closely with projects before retuning to US one year later.. Duties now and then include preparation and submittal of client invoices, ROMs, and definitive proposals. Management and reconciliation of project cost. Preparation of accruals and journal vouchers. Participation in DCAA audits, working closely with compliance, procurement, project controls, accounting and finance, contract and project managers. Creating WBS structure/codes to capture scope of work. Providing data for estimating/auditing DBA. Preparing project funding reports, tracking contract changes (MODS) in the process.

On a daily basis formulate, analyze, examine, research, evaluate and study as needed to support assigned projects. Communicate regularly with (a) project managers to give them them accounting and project control updates; (b) clients in regard to billing and tracking payments; and (3) corporate to provide information in regard to project progress.

Accounting Solutions

(03/2004 – 9/2004)

Accounting Manager ▪ Knoxville, Tennessee

Accepted six month temp position as Accounting Manager for KELCO, Inc. while CPA was on Family Leave. Easily adapted to company systems and processes for overseeing accounting for three (3) IHOPS, eleven (11) CITGO Markets, and one (1) hotel. Responsibilities included general ledger, accounts payable, accounts receivable, payroll and reconciliation of bank accounts, gas purchases, and Tennessee Lottery as required by law. Was offered positioned as full time Accounting Manager, but declined to accept current position.

Summer Bay/RPM, Inc./ Sunterra, Inc.

(07/1998 – 10/2003)

Accounting Manager ▪ Gatlinburg, Tennessee

Initially employed by Sunterra, Inc. as Controller for Bent Creek Golf Village Hotel and Home Owners' Assoc. Oversaw payroll, accounts payable/receivable, daily record keeping, and prepared general ledger entries, financial statements, payroll reports, sales tax returns. Transferred by Sunterra, Inc to RPM, Inc. in 1999 to serve as Staff Accountant. Prepared monthly financial statements for 5 resorts, with yearly revenue of \$ 3 million each. Retained by Summer Bay Resort Management as Accounting Manager when they acquired management of resorts in November, 2001. As Accounting Manager, worked closely with payroll, accounts payable, accounts receivable, and corporate for reviewing and posting journal entries to the general ledger, and reconciling cost to income statement and balance sheet. Reconciled extensive bank accounts with multiple deposits from multiple sources.

Open Hearth Restaurant, Inc.

(06/1997 – 07/1998)

Office Manager/Bookkeeper ▪ Gatlinburg, TN

Supervised staff of three (3) in payables, payroll, daily sales, and tracking inventory for four (4) corporations including the "Open Hearth Restaurant"; which generated \$5 million revenue yearly. For some corporations, prepared financial statements, monthly/yearly sales tax returns and monthly/yearly payroll returns.

Eddies Heart and Soul Cafe

(6/1996– 5/1997)

Office Manager/Bookkeeper ▪ Sevierville, Tennessee

Responsible for general ledger, payroll, payables, receivable and daily record keeping. Created and implemented controls for daily sales, deposits, and inventory.

Smokey Mountain Food Services

(2/1993– 5/1996)

Office Manager/Bookkeeper ▪ Sevierville, Tennessee

Supervised staff of three (3) for 3 corporations, averaging \$3-5 million in sales and revenue, and \$2-3 million in payables, per year. Reviewed extensive vendor invoices for accuracy, working with vendors to make corrections as necessary. Managed/executed payroll for 3 corporations averaging 400 employees each per year. Prepared payroll related returns (FUTA, SUTA, 940, and W-2's) ensuring reconciliation to ledger before submitting. Prepared, reconciled and submitted all monthly, quarterly and yearly payroll and sales tax returns. Reconciled numerous and extensive bank accounts for restaurants. Developed and implemented internal controls for daily sales, purchasing and receiving. Prepared daily, monthly and yearly sales reports. Implemented initial setup of payroll and payables on computer for all 3 corporations using Open Systems. Supervised two software conversions to Open Systems for all accounting applications. Administered health and dental insurance for 450 employees. Worked with Insurance auditors in regard to worker's comp. Maintained inventory data for all 3 corporations. Compiled information for creating and generating company reports and testing manuals. Authored correspondence to financial institutions.

OTHER KNOWLEDGE, SKILLS, and PERSONAL ASSETS

- Proficient in Excel
- Proficient in Word
- Proficient in Outlook
- Proficient in SAP
- Communication Skills
- Problem Solving Skills
- Organizational Skills
- Administrative Skills
- Detail Oriented/Analytical
- Team Player/Dependable
- Professional Demeanor
- Possess Integrity