

EDUCATION

Certified Public Accountant, New Hampshire, US; January 2010

New Hampshire Board of Accountancy

Sojourner Douglas College, Nassau, Bahamas; May 2005

Bachelors Business Administration-Accounting, Cum Laude

EXPERIENCE

Island Site Development, Nassau, Bahamas; January 2012 - Present

Chief Financial Officer

Responsibilities include:

- Managing the Accounting Department
- Human Resources
- Internal and external financial reporting, including WIP reports, cash flows, financial statements, Value Added Tax filing, business license etc.
- Supervising the annual external audit
- Liaising with shareholders, lawyers, insurance agents and bankers
- Managing IT with external assistance as needed

Financial Controller

Responsibilities included:

- Weekly cash flows for payables
- Posting of customer invoices and cash receipts
- Managing lease properties
- Implementing accounting software and procedures

Carl Treco Contractors & Developers, Nassau, Bahamas; April 2008 - December 2011

Assistant Financial Controller

- Processed reconciliations of the bank accounts as well as the intercompany general ledger accounts to ensure accuracy
- Coordinated approval processes of all accounts payable invoices
- Performed responsibilities of any accounting staff out sick or on vacation; including payroll, accounts payable and financial controller
- Maintained accurate, up to date receivables by posting and reconciling all customer invoices and cash receipts
- Updated the fixed asset register and processed quarterly depreciation
- Resolved any Sage Timberline accounting software problems as needed
- Designed custom accounting reports using Crystal Reports for internal use
- Assisted with the annual audit

Deloitte, Nassau, Bahamas; May 2005 - March 2008

Auditor

- Performed audits and reviews of client financial statements to ensure compliance with International Financial Reporting Standards (IFRS)
- Gained experience in banking, retail, construction, schools and other service industries
- Planned and completed small audits from beginning to end

Client Accountant

- Posted client journal entries into their accounting software
- Prepared client financial statements

SKILLS

Accounting and Finance

Accounts Payable, Accounts Receivable, Payroll, Bank Reconciliations, General Ledger

Banking, Cash Receipts, Cash Flows

Construction Work In Progress, Revenue Recognition

Customer Service Skills

Financial Reporting, Financial Statement Preparation

Fixed Asset Register Maintenance

Human Resources

Microsoft Excel, Microsoft Outlook, Microsoft Word

Tax Filing

Accounting Software Implementation and Maintenance

AccPac, Crystal Reports, Quickbooks Pro, Sage CRE 300 Construction Accounting Software, Alert Rental Software, RIMSS Equipment Sales & Service Accounting Software, Sage FAS Fixed Asset Accounting Software

MEMBERSHIPS

Member of the Construction Financial Management Association (CFMA)