

DONNA STEVENS

Egg Harbor City, NJ | 609.992.1589 | dms1204@comcast.net

STAFF ACCOUNTANT

Over 30 years of leadership experience controlling accounting, financial analysis, and financial management across multiple industries

- ✓ Detail-oriented problem solver with proven expertise in running key accounting programs, spearheading financial analysis projects, and advising on overall corporate strategy and process improvements.
- ✓ Demonstrated success in managing corporate assets and liabilities, complemented by a focus on improving accuracy and transparency across transactional and budget records.
- ✓ Instrumental in partnering with senior executive teams to implement key strategic decisions affecting the entire company structure.
- ✓ Talent for building top-performing teams and supervising accounting department operations, focusing on instituting superior compliance with established standards.
- ✓ **Technical Proficiencies:** Microsoft Office Suite, MIP Fund Accounting, QuickBooks Pro & Enterprise, QuickBooks Online, QuickBooks ERP, Sage Accounting, AppFolio, Skyline, Jonas POS System, IBS POS System, ADP Workforce, Paychex, Intuit, Casa payroll systems, GMS Payroll, Bill.com, Slack Google Applications (Drive, Gmail, Calendar & Documents), Authorize.net, WooCommerce and several desktop publishing software.

CORE PROFICIENCIES

Accounts Payable & Receivable | Financial Planning & Analysis | Financial Statements | Cost & Expense Reporting
Payroll | Human Resources | Team Leadership & Training | General Ledger Management | Certified Payroll
AIA Billing | Cost Estimating & Variance Analysis | Tax Returns & Forms | SOX & GAAP Compliance

PROFESSIONAL EXPERIENCE

STAFF ACCOUNTANT

Groomers Helper (E-commerce & Manufacturing Company)

2016 to Present

- Direct the accounts payable process, from logging new vendors, POs, and invoices to managing three-way match and month-end closing to process business expenses.
- Manage A/R accounts and multiple discount, promotion, and contract programs to bill and collect \$23 million in annual revenue.
- Achieved 100% accuracy across accounting records (general ledger, spreadsheets, credit and debit, transactions, cash, and bank accounts), strengthening financial transparency and control.
- Reconcile accounts (revenue, deferred revenue, P&L, assets, accruals, short and long-term liabilities, equity, tax, and cash) and adjust journal entries to complete month-end closing and produce financial statements.
- Facilitate senior-level decision-making and strategy development through financial analysis of cost variances and delivery of in-depth financial reports and presentations focusing on methods for optimizing procurement and sales forecasting operations.
- Track and reconcile records to process weekly payroll for 75 personnel.
- Establish superior compliance with IRS standards by managing tax forms and returns, including sales and use tax.
- Transitioned accounting records for the entire company from Excel spreadsheets to QuickBooks Enterprise.

ACCOUNTING MANAGER

Ballamor Golf Club (Retail, Food & Beverage & Hospitality Services)

2007 to 2016

- Reconciled general ledger entries, maintained multiple bank accounts, and led internal/external audits and the preparation of financial statements (income statement, balance sheet, and cash flow) and month-end closings for a \$7 million company.
- Recruited and trained three personnel and closely supervised accounting department operations to drive continuous performance improvement and establish compliance with SOX, GAAP, and corporate accounting standards.
- Saved \$10,000 in accounting fees per annum through expert oversight of corporate assets and liabilities.
- Analyzed variances, financial results, and forecasts to develop and present annual budget packages.
- Oversaw A/R accounts and discount, promotion, and contract programs to implement direct billing and ensure timely collection with minimal aged accounts.
- Tracked and monitored vendor accounts, transactions, and invoices to process A/P accurately.
- Reported financial performance to the senior leadership team, including equity, principal, short- and long-term debt, expenses, and interest.
- Track and reconcile records to process weekly payroll for 65 personnel.

Additional Experience:

- **ACCOUNTS PAYABLE / GENERAL LEDGER BOOKKEEPER** | The Arc of Atlantic County, 2006 to 2009; *Spearheaded A/P for a \$25 million non-profit budget and led financial departments with full responsibility for budget, A/P, A/R, revenue, P&L reporting, and bank management.*
- **ACCOUNTING MANAGER** | Atlantic Exposition Services, 2003 to 2006; *Orchestrated accounting, HR, and financial management for a company with 500 union employees across multiple states. Ensured financial reporting compliance with GAAP standards.*

EDUCATION & TRAINING

Stockton College - B.S. in Accounting

QuickBooks Certified | Sage Certified | Notary Public/Certified Bookkeeper