

Sheila Crisp

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CONSULTANT

CORE COMPETENCIES

Accounting Operations
SOX Compliance
Process Documentation

Budgeting/Forecasting
Tax Compliance
Insurance Lines

Financial Reporting
Payroll Implementation
Premium Auditor

An Accounting and Tax Professional with over 23 years of a proven track record in developing strong Accounting and Management skills. Extensive experience managing a broad range of accounting, process documentation and Improvements, Cost reduction initiatives, enhanced compliance with external and internal audit requirements and HR/Payroll.

Systems: JD Edwards, Microsoft Dynamics, Acumatica, Yardi, QuickBooks Pro Advisor and Lawson.

PROFESSIONAL EXPERIENCE

SH Financial Group

Business Support Consultant

10/2013- Current

Implementation ERP Systems – MS Dynamics, Yardi and Quickbooks

Accounting Services

Insurance Services

Premium Auditor

Taxes – Business and Personal

BLT Homes, Marietta, GA

1/2013- 9/2014

CONTROLLER

Implementation of policies and procedures for increased efficiency and reduced audit risks.

- Implemented and resolved all balance sheet account reconciliations and prepared correcting journal entries as needed.
- Supported the coordination of year-end audits.
- Implemented the fixed asset system.
- Preparation of consolidated financial statements
- Interest Calculation
- Oversee of the month end process and financial close.
- Enhanced the integrity of financial information reported monthly.
- Oversee Market Accountants

SEI/Aaron's, Atlanta, GA

6/2011- 11/2012

CONTROLLER

Franchise of Aaron's Corporate, delivered substantial improvements in reporting, sales and use, and Personal Property taxes. Established policies and procedures for increased efficiency and reduced audit risks.

- Implemented and resolved all balance sheet account reconciliations and prepared correcting journal entries as needed.
- Served as HR/Payroll for multi-state resolving issues with state and local tax authorities
- Supported the coordination of year-end audits.
- Served as the tax manager, for which responsibilities included managing the relationship between the external tax advisors; resolving issues with state and local tax authorities; performing sales and personal property tax audits.
- Completed 10 sales and use tax returns and eliminating potential assessments for late filing penalties and interest.
- Implemented the fixed asset system to eliminate over and under depreciated items for past 3 years.
- Implementation of a paperless Accounts Payable environment with completion of 90% of testing.
- Enhanced the integrity of financial information reported to owners and operations.

Park Management Group, Smyrna, GA

4/2007 – 6/2011

CONTROLLER

Owner and Operator of 156 hotels throughout the United States performing all accounting aspects of overseeing an accounting department of 17 accountants.

- Enhanced the integrity of financial reporting information to the board of directors and operations
- Performed a system conversion of the accounting software of Microsoft Dynamics
- Served as the liaison with external auditors to perform the sales and use taxes for multi-state audits for the hotel.
- Monitored the daily cash forecasting and the previous day's cash management for all accounts for the company.
- Prepared annual budgets process for all operating and fixed costs for each individual hotel company wide for Operations and Corporate Office.
- Implemented and written a Business License Program to track all business licenses for each hotel to be in compliance with state/county/government laws.

WCI Communities, Bonita Springs, Florida

9/2005 – 2/2007

Controller Property Mgmt/Homebuilding

Builder of Luxury homes in the Southwest and Southeast region of the United States. Also, managed all communities for the HOA.

- MD&A preparation for Homebuilding results
- Monitored the SOX compliance for the homebuilding division
- Calculated each home closing Gross Margin Analysis for the homebuilding division
- Served as the liaison with internal auditors of the company

Landmark Residential, Tampa, Florida

10/2004 – 9/2005

Corporate Controller

Multi-Family owner and operator of 50 properties in Florida and Alabama

- Preparation of financial statements
- Preparation of the quarterly calculations and payments of all Investor statements
- Initiated and signed all Accounts payable vendor checks along with approval of batches
- Acted as IT systems liaison
- Implementation of the credit card system at all locations

Airem Capital Group, St. Petersburg, Florida

5/2001 – 6/2004

Supervisor, Real Estate Accounting (Company Closed)

Multi-Family owner and operator of luxury properties throughout the United States

- Company- wide Cash Management - Implemented Positive Pay, Credit Card Processes, ACH Debit Processes and Accounting System Bank Reconciliation Processes
- Bank Debt Compliance – Review of Accounting document processes for submissions to banks
- Analyze Cash Flow Statements for Cost Saving
- A/P Manager – System Implementation and streamline processes
- Account Reconciliation – Reduced all G/L balances by \$100K
- Systems Implementations - Rewrite of Accounting System and Created Access Database for 3rd Party Clients resulting in \$350K additional Revenue
- Intercompany Transactions and Reconciliations
- Database Management (BEST FAS and Yardi Systems)
- Analysis/Special Projects
- Analyzed all General Ledger transactions and Maintenance
- Management of General Ledger and Payable Staff
- Implementation of A/P Imaging System

**Equifax Payment Services, St. Petersburg, Florida
(Company Spin-Off – downsizing)**

2/2000 – 5/2001

Senior Accountant

8/2000 – 5/2001

- Prepared the credit card division balance sheet reconciliations
- Prepared the 3rd party billing for the division.
- Reviewed the division P&L
- Systems Implementations (rewrite of system)
- Performed Analysis monthly and quarterly

Billing Supervisor

2/2000 – 8/2000

- Maintained the compliance of Visa and MasterCard Regulatory
- Prepared the Merchant Bank Billing (company wide)
- Reviewed the bank contracts
- Prepared the ACH Settlement of Billing daily and monthly
- Performed system implementations and updates with business analyst.

**Otero Engineering, Inc., Tampa, Florida
(Better growing opportunity)**

7/1998 – 2/2000

Financial Manager

Performed all functions of a small business of Surveyors, Civil and Structural Engineers

- Office Management
- Reported Directly to Owners
- Oversee the Payroll and Humans Resources functions
- Payment of all account payables vendors
- Prepared all contracts (State and Government) for bidding
- Filed all company permits with the local government agencies
- Preparation and Closing of Financials for three (3) companies. (Surveying, Civil & Structural Engineers)

**Mac-Gray Service, Inc., Boston, Mass
(Company sold and relocation functions to Boston)**

8/1997 – 7/1998

Accounting Manager

Coin-Operated Company that owned inventory in University campus and laundromats across the United States.

- Preparation and Closing of Financials
- Overseeing Account Payables and Account Receivables

- Payroll 250+
- Commissions
- Budgets
- Reporting Directly to CFO
- Cash Management
- Special Projects and
- Cost Savings Analyst
- SEC Reporting Support
- General Ledger Analysis for Florida Regional Offices. (Coin-Operated Business)

McDonald's Corporation, Clearwater, Florida
(Accounting Center closed and relocated to Oak Brook, IL)

10/1995 – 7/1997

Staff Accountant

- Provide all sales reporting for 30 – 35 restaurants
- Performed monthly functions of fixed asset depreciation, key accounts payable.
- Reconciliation of Real Estate and Personal Property Taxes
- Prepared and filed monthly Sales Taxes for the Southeast for corporate owned stores.
- Reduced G & A by 1%
- Implemented Check Depositing Procedures
- Reduced Accounts Receivable by 50%

Education

Tampa College – Tampa, Florida
BS - Accounting

1994 – 1997

Culver-Stockton College – Canton, MO
Accounting Major

1989 – 1990