Tricia Mercado

[redacted]

Objective

Reliable, detail-oriented professional CPA candidate seeking a leadership position in a collaborative team environment that provides an opportunity for career growth and maximizes the utilization of knowledge in the area of financial analysis and modeling, month end reporting and cash management.

Experience

Desert Botanical Garden - Phoenix, AZ

Controller, 11/14 to Present

Provide oversight and ensure accuracy and reliability of general ledger for non-profit with revenues of $20M and net assets of $40M:

- Compile monthly financial statements for upper management in accordance with predetermined closing schedule, reconcile departmental revenue and prepare narrative to explain variances from budgeted monthly and year-to-date finances.
- Provide leadership, manage and supervise accounting department to include accounts payable, accounts receivable, payroll and cash management reports to Director of Finance.
- Maintain Net Asset Schedule to track restricted monies and release grant funding based on project restrictions.
- Analyze and reforecast revenue to investigate, reconcile and prepare narrative to explain variances from budgeted monthly and year-to-date finances to the Board of Directors and Board of Trustees.
- Work with external auditors to prepare schedules and documentation to reconcile financial statements to the general ledger detail.

Enterprise Consulting Solutions – Phoenix, AZ

Controller, 2/14 to 10/14

Served as the lead accounting executive of the multi-million dollar corporation, providing financial leadership and support to the Owner and President/CFO in accomplishing the corporation's financial goals and objectives by:

- Preparing timely, accurate and comprehensive daily, weekly, monthly and ad hoc economic reports detailing the organization's financial position, cost metrics, financial plans and financial reports on a regular basis to owner and president.
- Negotiated pricing reductions with vendors, resulting in significant cost savings within a 9 month time span, increasing margin
- Performing in-depth financial analysis to assess risk and financial efficiency to make recommendations for corporate fiscal policy and decisions
- Providing accurate and comprehensive financial information to executive management for long-term financial strategizing.
- Responsibility for all banking and finance activities including: negotiating lines of credit, reviewing all financial contracts, financing agreements and insurance policies resulting in significant spending reductions
- Ensuring accounting allocations are appropriately made and performing cash management functions and oversight of: accounts payable, accounts receivable, payroll and general ledger accounting functions
- Managing, filing and verifying payroll for over 800 employees in 50 states using HRMS, resolving unemployment and tax withholding claims and filing all state and city annual reports along with other governmental and compliance reporting requirements

- Supervision of accounting and finance department consisting of five direct reports including oversight and reconciliation of payroll department data using the HRMS system to test and verify that correct wage amounts reconcile to time and attendance, complying with employment regulations and confirming all HR requirements have been met in addition to analyzing ACA data to verify compliance to regulations and requirements

Klecka, Wilkins, and Klecka, CPAs – Phoenix, AZ

Accounting Manager, 12/08 to 2/14

Performed various public and private accounting tasks including:

- Responsible for maintaining general ledger and accounting as outside controller for more than 21 land real estate investment corporations and partnerships with assets over $50M; record and adjust journal entries and financial reports, including any tax liabilities due for federal and state taxing authorities.
- Maintained property accounting for more than 15 properties, negotiated with vendors and managed property leases
- Conducting financial audits to from beginning planning, inventory/asset testing, controls, and preparing financial statements as well as final issuance reports for audited financial statements for companies with over $30M in assets; strong knowledge of GAAP, GAAS, GAGAS, and SSARS. Various industries to include: real estate investment/management, mortgage bankers/brokers, construction, manufacturing, and retail operations
- Responsible for reviewing and testing compliance with Federal and State government regulatory agency rules, regulations and requirements for non-profits and other publicly funded operations.
- Completing Performance Audits to evaluate programs or projects and accounting controls against defined objectives for efficiency and effectiveness within program operations
- Prepare, reconcile and verify payroll, corporate, partnership, and individual tax returns in addition to oral and written communication with federal and state taxing authorities regarding income, corporate and payroll tax filings
- Examination of grants management and cost allocations for accuracy and adherence to governmental fund accounting procedures
- Performing procurement and funding inspection to verify revenue and expense accuracy and conformity with United States Governmental Accountability Office (GAO) Generally Accepted Government Auditing Standards (GAGAS)

Education, Certifications and Software Proficiency

Arizona State University, *W.P. Carey School of Business:* Tempe, AZ

Bachelor of Science in Accounting

Certified Public Accountant Licensure, *CPA candidate with education and work experience requirements Fulfilled:* Currently undergoing examination process and scheduled to be certified by Dec 2015.

Proficient in: *Microsoft suite with advanced Excel functions including developing Macros, SQL database integration, Vlookups and Pivot Tables, Experience with Oracle and Great Plains suites, ADP HRM platform, Lacterte, ProSystems FX and Creative Solutions suite*