

INNOVATIVE. ETHICAL. MULTIFACETED.

Adept professional with extensive full-cycle accounting experience in multiple industries. Principled, discrete, and resourceful in the completion of projects. Goal-driven with proven leadership skills and the ability to develop and integrate processes that impact efficiency and accuracy. Ensures the highest standards are maintained even in the most intense circumstances. Advanced knowledge of ERP systems, property management software, and a true epistemophilic.

SKILLS

- Month-End Close
- A/P & A/R
- Variance Analysis
- Financial Statements
- Property Accounting
- General Ledger
- Budgeting & Forecasting
- Journal Entries
- Intercompany Transactions
- Investigative Accounting
- Financial Reporting
- Reconciliations
- Payroll Accounting
- US GAAP, SOX & SAP
- Staff Management

EXPERIENCE

APOLLO LIMITED NCS, Contracted Financial Services Phoenix, Arizona 09/2019 – Present
Contracted Professional Accountant *Accounting Firm*

SEVERAL SHORT TERM assignments for a diverse group of organizations throughout the greater Phoenix area.

- Assisted CPAs with year-end close, G/L reconciliations and EOY financial reporting.

DEPARTMENT OF HOMELAND SECURITY. Non-recurring, firm fixed contract.

- Analyzed bank records and other transactional data to determine if DHS Border Patrol agents' cash transactions were suggestive of bribery and corruption. Advised as to which agents warranted further investigation.

VALLEY VISTAS MANAGEMENT COMPANY, INC Scottsdale, Arizona 10/2017 – 09/2019
Financial Controller *Property Management*

- Restructured accounting department and developed processes that conform to GAAP and SOX regulations.
- Audited all accounting functions, reported inadequacies, errors, and losses for all 26 properties under contract.
- Transferred payroll and H/R to a new service provider and revamped benefit administration.
- Negotiated with tax authorities to relieve more than \$80K in penalties.
- Disbursed funds related to home sales and ensured compliance to ADRE regulations.
- Prepared monthly financial reports for all properties and collaborated with owner's CPAs.

APOLLO LIMITED NCS, Contracted Financial Services Phoenix, Arizona 07/2015 – 10/2017
Contracted Professional Accountant *Accounting Firm*

Term and Goal-Specific contracts ranging from interim staffing needs to investigative and forensic accounting. Clients included but not limited to:

AEROTEC INTERNATIONAL, INC. Phoenix, Arizona 1/2017 – 09/2017
Interim Accounting Manager/Assistant Controller *Aerospace Industry*

- Evaluated reliability of financial records and operational systems using ACFE auditing principles.
- Reconstructed 14 months of corrupted financial data lost due ransomware attack.
- Conducted forensic examinations and made recommendations that addressed the materiality of loss.
- Restructured accounting department and implemented policies that conforms to GAO regulations set by FAA.
- Prepared weekly payroll (in house) and acted as backup to the Director of Human Resources.
- Managed accounting staff of six.

VALLEY OF THE SUN YMCA, Phoenix, Arizona 02/2016 - 11/2016
Interim Accounting Manager/Assistant Controller Nonprofit Industry

- As Accounts Payable Manager, I created a paperless A/P process by adapting preexisting software; wrote the user manual and helped instruct staff on its use. This change will save the organization thousands of dollars annually and reduce issues arising from lost invoices/paperwork, all without costing the organization anything.
- Prepared and managed all bi-weekly payroll functions for 1,500 employees, supervised payroll taxes liabilities payments, contributions, and benefit carrier payments. Administered 401b.
- Extensive communication with vendors and lenders; negotiated payment plans and rebuilt confidence and credibility in the organization.

CONSOLIDATED ASSET MANAGEMENT, Phoenix, Arizona 07/2015 - 02/2016
Interim Assistant Controller/Property Accountant Property Management

- Managed the monthly close and financial reporting for high volume multifamily and commercial properties utilizing YARDI, MRI, FAS, and AvidXChange software in both accrual and cash methods
- Built accounting trees (Yardi) that automatically configure our GL accounts to those of our clients.
- Designed tracking spreadsheet for better management of Replacement & Repair Reserve Accounts.
- Tenant Adjustments and abatements, execution of Lease Abstracts, and opening entries.
- CAM Management including preparing and sending estimates, final billing, adjustments, and reconciliation.

CHICANOS POR LA CAUSA, INC. Phoenix, Arizona 11/2012 – 07/2015
Lead Property Accountant Nonprofit Industry

- Financial reporting for a portfolio of multi-family and commercial properties.
- Special Point of Contact (SPOC) for Yardi issues; answered property managers’ questions with the program.
- Insured compliance with HUD and Low-Income Tax Credit Property regulations.

COMMUNITY SERVICES OF ARIZONA, Chandler, Arizona 10/2010 – 7/2012
Accounting Supervisor/Senior Property Accountant. Nonprofit Industry

- Financial reporting for 30+ Properties utilizing Yardi & Blackbaud.
- Cash Manager: performed manual bank reconciliations for 110 separate bank accounts; functioned as the primary bank contact as well as the wire/fund transfer administrator.
- Approved Purchases Orders from the property managers and coordinated with A/P for payment.
- Prepared and managed all payroll functions; manual vacation and sick accruals, and PR taxes/reporting.
- Supervised accounting department of five plus two volunteers.

THE APOLLO FOOD SERVICE GROUP. Chicago, Illinois 10/1994 – 1/2010
Financial Controller and Partner Wholesale Food Distributor

- Full Cycle accounting and consolidation of high volume, multiple-entity Corporation.
- Managed accounting department of 15; implemented standard operational practices and safeguards.
- Helped rebuild the reputation of the *Chicago Fish House* brand in the Chicago area.

EDUCATION

THE SOUTHWEST ACADEMY

(of the Defense Intelligence College, now known as the National Intelligence University)

❖ **Bachelor of Science in Accounting** – June 1989

DEFENSE INTELLIGENCE COLLEGE

❖ **Master of Science of Strategic Intelligence** – June 1989

For further information and job-fit potential, I welcome you to visit my on-line resume at www.brucetucker.info.

