

**INNOVATIVE. ETHICAL. MULTIFACETED.**

Adept professional with extensive experience overseeing, planning, and coordinating the financial operations of an organization. Principled, discrete, and resourceful in the completion of projects. Proven leadership skills with an ability to develop and integrate processes that impact efficiency and accuracy. Ensures the highest standards are maintained to compliance specifications.

**SKILLS**

- Month-End Close
- A/P & A/R Management
- Variance Analysis
- Financial Statements
- Nonprofits
- General Ledger
- Budgeting & Forecasting
- Journal Entries
- Intercompany Transactions
- Investigative Accounting
- Grant Administration
- Reconciliations
- Payroll Accounting
- Fund accounting
- Staff Management

**EXPERIENCE****TAKE CHARGE AMERICA, INC.**

Phoenix, Arizona

05/2021—Present

*Financial Controller**Nonprofit Industry*

- Prepares the month-end financial reports and reviews variances with the Senior Leadership Committee and Board.
- Assumed CFO duties nine months ahead of schedule.
- Integrated a paperless accounting system and updated all QPI/COA policy guides.
- Became an integral voice on the Senior Leadership Committee's Strategic Planning project.
- Assumed Grant tracking and Program Related Support reimbursement duties
- Streamlined the Annual Budget process.

**APOLLO LIMITED NCS, Contracted Financial Services**

Phoenix, Arizona

09/2019 – 4/2021 &amp; 7/2015-10/2017

*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:

**DEPARTMENT OF HOMELAND SECURITY.***Special Advisor**Financial Crime Investigation*

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

**AEROTEC INTERNATIONAL, INC.***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.

**VALLEY OF THE SUN YMCA,***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 saves the organization thousands of dollars annually and reduce issues stemming from lost invoices/paperwork.
- Negotiated payment plans with vendors and rebuilt confidence and credibility in the organization.

CONSOLIDATED ASSET MANAGEMENT,

*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.

**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.
- Comprehensive internal audit; reported inadequacies and losses for all twenty-six 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.

**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 fifteen; 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)*

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

**DEFENSE INTELLIGENCE COLLEGE**

*(Now the National Defense University)*

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

*For a comprehensive review with personality “job-fit” indicators, I welcome you to visit my on-line resume at [www.brucetucker.info](http://www.brucetucker.info).*

