

PROFESSIONAL SUMMARY

- 16 years of professional accounting experience.
- 11 years of training experience in various accounting software packages.
- Solid background in accounting theory; complementing hands on business experience.
- Adjunct professor teaching accounting related courses.
- Committed to professionalism, organized and meticulous in setting and achieving goals.

RELEVANT EXPERIENCE/CAREER HISTORY

2002– Present **Monica DiFini CPA** – *Outsource Business Consultant/Accounting Software Specialist*

- Preparation and review of year-end financial statements.
- Responsible for G/L, adjusting entries, and bank reconciliations.
- Serve as Chief Financial Officer for a variety of outsource clients
- Conversion, installation, and upgrade of various accounting software packages
- Responsible for Fixed asset software and yearly reconciliation for tax return
- Directly responsible for managing daily operations of various clients.
- Serve as CFO for Clothing Manufacturer, responsible for preparation of budget and forecast information and required board and investors reporting.
- Preparation and review of departmental budgets and forecasts for various clients.
- Evaluation and review of operational efficiency.
- Development and implementation of cash flow strategies.
- Provide financial accounting services including year-end CAM reconciliations for Property Management Company.

2006 – 2008 **Gateway Golf & Country Club, Inc. Fort Myers FL** – *Controller*

- Preparation and review of monthly financial statements.
- Responsible for G/L, adjusting entries, and bank reconciliations.
- Directly responsible for managing daily accounting operations for departments
- Preparation and review of departmental budgets and forecasts.
- Evaluation and review of operational efficiency.
- Responsible for preparation for annual audit
- Responsible for Fixed Asset management.

RELEVANT EXPERIENCE/CAREER HISTORY (cont.)

2001 – 2002 **CBIZ Business Solutions of Cleveland, Inc.** – *Certified Public Accountant/Software Specialist*

- Managed technology-consulting practice for accounting firm.
- Maintain client services in diverse business platforms
- Conversion, installation, and upgrade of various accounting software packages.
- Directed the ACCPAC implementation team for a multi-state health club network, including completion of a needs assessment, implementation of the ACCPAC solution, and training of the users.
- Developed and presented an advanced QuickBooks training for businesses currently using QuickBooks and looked for ways to increase the efficiency and effectiveness of their applications.
- Served as an outsourced Director of Operations for a local not-for-profit agency until a permanent director could be re-trained.

1999 – 2001 **Redmond & Company LLC, Mentor, Ohio** – *Certified Public Accountant/System Administrator*

- Management of payroll processing for numerous clients.
- Working knowledge of current tax issues. Preparation/review of personal and business tax returns.
- Preparation and review of year end financial statements.
- Setup of all new CPA firm software and implementation of upgrades of all client data.

1997 – 1999 **S.R. Snodgrass A.C., Mentor, Ohio** – *Certified Public Accountant/System Administrator*

- Working knowledge of current tax issues. Preparation/review of personal and business returns.
- Preparation and review of year end financial statements.
- Conversion, installation, and upgrade of various accounting software packages.
- Managed technology-consulting practice for accounting firm.
- Managed and supervised six-month project to comply with Y2K standards.

1996 – 1997 **Enterprise Bank, Solon, Ohio** – *Staff Accountant*

- Supervisor to two other employees working in the accounting department.
- Manage daily cash with Federal Reserve Bank and corresponding banks for nightly investment.
- Prepared Loan Loss Reserve analysis for monthly Board review
- Prepared monthly financial statements through spreadsheet analysis.
- Evaluates strategies for effective and efficient operations.
- Maintains and oversees daily operations of Local Commercial Bank including branch operations

SYSTEMS/SOFTWARE EXPERTISE

- Microsoft Office Suite- Outlook, Word, Excel, Access
- ACCPAC
- QuickBooks Certified Advisor
- MAS 90
- Jonas Software
- CCH Prosystem Fx Software
- Creative Solutions Fixed Assets
- Epace Paperless Software
- 1099 Etc

Education, Credentials and Professional Associations

Cleveland State University - Bachelor of Business Administration in Accounting
Lakeland Community College, Kirtland, Ohio– *Adjunct Professor in Business*
Member, American Institute of Certified Public Accountants
Certified Pro Advisor for QuickBooks

References available upon request