

Terry G. Tate, DBA

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OBJECTIVE: To secure a leadership role by leveraging transferable skills and expertise earned from my professional experience and education.

PROFESSIONAL EXPERIENCE

Pinion Salina, KS

April 2024 – April 2025

Virtual Assistant Controller - Remote

- Provided bookkeeper with information gathered from clients, tax accountants, and colleagues to record in clients' accounting systems.
- Used workpapers, such as bank reconciliations, loan statement, and aging reports to review the accurateness and completeness of clients' financial statements after bookkeeper completed period end responsibilities.
- Prepared financial reporting packages for over fifteen clients on monthly, quarterly, and/or annual basis from various industries and business structures and provided reporting packages to clients in a timely manner.
- Collaborated with clients and bookkeepers to produce clearer and more concise financial reports for easier readability for all stakeholders.
- Prepared and submitted review notes to bookkeeper requesting to reconcile accounts when necessary.
- Closed financial periods for over fifteen clients after all adjustments and activity for respective periods were recorded, printed reports and delivered to clients.
- Collaborated with tax accountants during tax season to receive account briefings of over ten companies that needed to be closed for the year and signing off on projects so that the tax team can start preparing taxes for clients.
- Communicated with tax accountants about assigned clients' monthly, quarterly, and annual closes that occurred during estimated taxes deadlines.
- Communicating with clients to gain access to over thirty online accounts to download reports and statements needed to complete financial period closes.
- Maintaining client's monthly workpaper files in software systems, such as CCH ProSystem fx Engagement and iChannel.
- Initiated ACHs to fund client's retirement accounts for over twenty payrolls.
- Created cashflow excel template, which linked to profit and loss and balance sheet to provide additional reporting monthly per legal client's request.
- Created and managed an allocation spreadsheet to model a healthcare client's monthly profitability per physician and tracked their yearly cumulative equity draws, which the client used to determine year-end distributions and bonuses.
- Improved payroll journal entry template for legal client to make more efficient by updating formulas by utilizing company's AI to create an OR Excel formula replacing a manual process and reduced preparation time by thirty minutes per payroll.

- Improved spreadsheet to automate accrual payroll entry for legal client, which reduced time to prepare by bookkeeper from eliminating meetings and email inquiry to review before submission.
- Improved payroll spreadsheet for hospitality client by including drop down and automation to decrease chances of errors, which saved client hundreds of dollars per month by reducing billable hours.
- Assisted tax team in busy season by performing year-end close responsibilities for randomly assigned clients by collecting necessary workpapers, recording missed transactions into accounting systems, posting adjusting entries, closing the year and printing reports.
- Reviewed over twenty payroll journal entries prepared by bookkeeper.
- Reviewed legal client's monthly investment activity journal entry prepared by bookkeeper and either rejected or approved based on accuracy.
- Reviewed accounting system conversions by tying out financial reports from previous accounting systems to reports generated from the accounting systems that the client is converting to for over five clients.
- Reviewed 1099 reporting prepared by bookkeeper and submitted to tax accountants upon completion for more than 10 clients.
- Approved over ten million dollars of bills for clients utilizing software such as Bill.com and HubDoc.
- Completed payroll census templates and submitted for review for multiple clients.
- Managed important operational AP for clients to ensure payments were accurate and timely for federal, state, and local taxes and key vendors and paid \$0.00 fines or late fees.
- Prepared reporting and submitted personal property taxes on behalf of more than fifteen clients.

NFI USA Palm Beach Gardens, FL

January 2020 – March 2024

Assistant Controller / Ecommerce Manager - Remote

- Creating financial statements for executive team.
- Verifying that financial statement lines equal to source documents and reports prepared by Sr. Accountants.
- Implementing cash receipt and payment controls to mitigate risk.
- Managing relationships with multiple financial institutions.
- Preparing and executing ACH and wires to vendors.
- Collaborating with finance team to create internal controls.
- Reconciling GL accounts when the issue is escalated by accountants.
- Creating product marketing material, such as product descriptions and bullet points to attract customers.
- Selecting digital assets to represent products online, including images, videos, warranties, and specification sheets.
- Creating and implementing strategies for sales events on Home Depot, Lowe's, and Wayfair websites.

- Supervised customer service and warehouse employees, which included defining priorities and motivating the teams to reach KPIs.
- Served as a liaison between warehouse and accounting departments to account for the proper recording of inventory.
- Projecting Ecommerce revenue and expenses by product category, which contributed to the budgeting and forecasting process.
- Researching complex transactions by communicating with HomeDepot.com and Wayfair.com account representatives.
- Prepared inventory reports to use for month-end close.
- Trained customer service and warehouse employees in how to generate inventory reports using the company's ERP system.

Suncrest Supply Riviera Beach, FL

October 2013 – December 2019

Assistant Controller

- Supervised Accounts Payables, Accounts Receivables, and Inventory Specialist positions in the absence of the Controller.
- Verified previous day's A/R cash receipts equaled the amount that cleared bank.
- Posted daily online banking activity to the cash account within the general ledger.
- Lead yearly annual external audit by being the first point of contact.
- Improved processes by creating Excel templates with formulas that replaced calculator tape, which reduced errors and increased efficiency.
- Analyzed and resolved manufacturing and ERP system discrepancies.
- Assisted Controller with month-end closing by preparing bank reconciliation, inventory lost/found report, and inventory valuation reports.
- Assisted Human Resources by preparing bi-weekly payroll reports and weekly aging reports.
- Trained managers how to create sales, inventory, and credit reports to become self-sufficient.
- Completed ad-hoc reports assigned by the firm's Owner and President.

Invoicing Specialist

- Invoiced hundreds of orders daily.
- Analyzed profitability report and researched any orders with low profitability.
- Analyzed credit aging reports and reported issues with Credit Manager.

EDUCATION

Walden University

Doctoral of Business Administration (Finance)

- Published Dissertation: "U.S. Corporate Energy Productivity, Greenhouse Gas Productivity, and ROE"
- Golden Key Honor Society

Jones International University/Trident University

Master of Business Administration (Finance)

- Cum Laude
- Golden Key Honor Society

Jackson State University

Bachelor of Business Administration (Finance)

MS Gulf Coast Community College

Associate of Applied Science (Computer Networking Technology)

TECHNICAL SKILLS

- Adobe
- Excel
- Argus Enterprise
- MRI
- Nexus Payables
- NetSuite
- SAP
- QuickBooks Online and Desktop
- DMSI Agility
- Microsoft Dynamics
- Adobe
- iChannel
- Fixed Assets CS
- Asset Keeper Pro
- CCH Fixed Assets
- TValue6
- CCH ProSystem fx Engagement
- Engagement Trial Balance