

ANNA G. NELSON, CPA*, MBA
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PROFESSIONAL SUMMARY

25 years of progressively responsible experience for governmental and nonprofit organizations, 8 years of experience with CPA public practices and proficient knowledge & experience on of GAAP, GAGAS, IFRS, FASB, PCAOB, SEC, DCAA, FAR, CAS, of federal financial reporting use of the US Standard GL

PROFESSIONAL HIGHLIGHTS

CONTROLLER–KG3, Asheville, NC 12/2022-present

- Prepare and maintain accuracy of accounting records, financial statements, consolidated financial statements, budget, long term forecasts, financial analysis for multiple operating subsidiaries and presented it to the Board of Directors
- Developed a DCAA standard chart of accounts for multiple subsidiaries & track cost allocation across holding company and subsidiaries, established corporate indirect, G&A and OH rates
- Prepare invoices for a variety of government contracts and submitted on WAWF
- Perform aged accounts receivables analyses, and assisted with unbilled reconciliations
- In collaboration with the pricing manager, capture manager, contracts lead and proposal manager, develop price-to-win goals, and provides input for competitive direct/indirect rates
- Develop Cost Strategy Plan and oversees cost strategy development implementation
- Certifies to executive leadership that cost proposal is in full compliance with Request for Proposal (RFP) and organization's costing procedures and develop proposals pricing for various programs in compliance with the proposed technical solution(s) by working with the business development and the operations team members during the proposal development phase
- Builds cost models and develop basis of proposal estimate working with the operations team, finance representatives, HR leads, capture manager and subcontractors
- Engage with the third-party service providers, such as tax consultancy for tax filings, CPA for auditing, legal firms for contract reviewing and insurance agencies, etc., to support the company's operation
- Supervise, manage, train staff of 6 and create new policies & procedures

DIRECTOR OF FINANCE/CFO–FAR Government, Baltimore, MD 12/2022-05/2023

- Developed and managed MD529's overall program \$1.5B and operational budget \$5M
- Prepared financial statements, budget vs actual reports and analysis and presented it to the Board
- Managed all accounting and financial reporting transactions and payments
- Managed month-end and fiscal year-end closeouts using the State's financial management system
- Direct financial planning and procurement, and controls all expenditures of appropriated funds
- Managed accounts receivable and payable, and oversight for general books of record
- Developed and implemented controls and procedures to monitor budgetary expenditures
- Created fiscal administration reports and budgets for the Executive Director, Director of Investments and Cash Management and the MD529 Board as requested
- Ensured compliance with State and Federal laws and regulations, as well as internal/external standard operating procedures and Generally Accepted Accounting Principles to ensure the agency routinely received positive audit findings through their external audit and periodic state audits conducted through the Office of Legislative Audits
- Directed the Program Manager of the Maryland Prepaid College Trust and acts as the contract monitor to ensure the requirements are fulfilled accurately and in a timely fashion
- Organized, collaborated, and lead the Audit & Governance Committee of the MD529 Board and all associated functions related to that Committee

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MANAGER OF FINANCE & ACCOUNTING DEPARTMENT – PLTC, Washington, DC 12/2021-12/2022

- Managed all activities in the department, prepared and presented financial statements, budget vs actual report and financial analysis to executives, Audit Committee, and Board of Directors, consolidated financial statements with the parent company and provided guidance to subsidiaries
- Oversaw progress and reporting of implementation, ensures proper technical direction in scope of work, and conceptualized new strategies to improve performance and workflow
- Provided guidance on accounting requirements and operations, systems, consolidation reporting requirements
- Implemented new accounting systems and created policies and procedures for the new startup companies on the US soil and Europe, Middle East and Africa
- Reconciled GL accounts and posted journal entries and provided advice on accounting operations and processes
- Designed and maintained closing procedures to ensure that monthly closing done before a deadline
- Worked with external auditors on audits of financial statements
- Established a workplace environment that values teamwork and fosters collaboration, acknowledges and rewards staff contributions, and developed strategies between field and home office staff as well as between regions, practices, and departments

SENIOR ACCOUNTANT – TRG, Annapolis, MD 07/2019-12/2021

- Managed processing and reporting of all financial transactions and prepare financial statements
- Prepared short and long term operational and projects budgets and financial forecasts
- Reconciled projects, costs activities, accrue cost, researched and compiled and recognized revenue
- Posted journal entries for various GL accounts and provide advise on accounting operations and process
- Performed cost accounting activities, researched unique problems and resolved discrepancies
- Designed and maintain closing procedures to ensure that monthly closing done before a deadline
- Prepared and review audit work papers and supporting schedules for external auditors'on audits of financial statements, DCAA audits, DoL audits and 401K audits
- Maintained accounting system and supporting schedules for all GL accounts and projects and cost reconciliations

SENIOR ACCOUNTANT – Armed Forces Services Corp., Arlington, VA 11/2018-03/2019

- Performed difficult and diverse finance and cost accounting activities to ensure compliance with applicable laws and regulatory requirements
- As a lead GL accountant provided advise on accounting operations, process and regulatory requirements to other 32 staff accountants in the Finance Department
- Posted all journal entries and accrued cost required for the month-end and year-end close and review all GL transactions and ensure are properly posted to the GL are accurate and compete
- Assisted in the preparation of financial statements and financial accounting reports and analysis
- Prepared short- and long-term budgets and financial forecasts
- Reconciled projects, researched unique problems associated with cost recognition, and compiled data

SENIOR ACCOUNTANT/ACCOUNTING MANAGER – Intermedia Survey Institute, Washington, DC 05/2017-07/2018

- Oversaw daily financial functions, including accounting, accounts payable, reporting, and payroll
- Supervised 2 employees, produced timely and accurate consolidated financial statements, projects reports, unbilled revenue reports, managerial reports and presented to CEO
- Trained personnel on accounting processes and software
- Reconciled Balance Sheet, P&L accounts and projects direct and indirect cost
- Worked with external auditors, and other financial institutions

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ACCOUNTING MANAGER/CONTROLLER – MMG Corp, Washington, DC 01/2016-04/2017

- Produced timely and accurate financial statements and projects costs reports and presented to CFO
- Developed, analyzed and submitted pricing models to secure government contract proposals working closely with the business development managers, CFO and CEO
- Monitored daily cash balances and requirements. Reconciled GL accounts and projects cost
- Prepared budgets, budget vs actual reports, cash forecasts. Assisted in the development of an on-going forecasting and planning process
- Posted month-end close journal entries for revenue recognition, unbilled revenue and revenue related accounts

ACCOUNTING MANAGER –NBAC Corp, Rockville, MD 09/2015-01/2016

- Prepared, examined, or analyzed accounting records, financial statements, or other financial reports to assess accuracy, completeness, and procedural standards for 30 clients- international C and S corps, government contractors, nonprofits and professional services
- Established charts of accounts and assigned entries to proper accounts
- Computed taxes owed, ensuring compliance with payment, reporting or other tax requirements
- Developed, maintained, and analyzed budgets, prepared periodic reports that compared costs
- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses

ACCOUNTANT/CONTROLLER – DTAC (Law firm), Washington, DC, 12/2011-08/2015

- Managed in-house accounting department; administered employee relations, training and evaluations; oversee accurate and timely processing of accounts payable/receivable, payroll, and various financial reports
- Responsible for financial reporting and financial analysis, general and project accounting, cash flow management, banking, tax, budgeting, forecasting for the corporation and satellite companies
- Performed job costing, account analysis, general ledger management, and month-end-close
- Developed strategic positioning for continued growth and profitability of the company. Worked directly with the president to set both strategic and operational goals and objectives
- Implemented a forecasting and strategic planning process to control costs and maximize profits
- Improved net profitability by 30%. Assisted in client development, tax research, and marketing projects

EDUCATION and CREDENTIALS

- CPA candidate actively pursuing certification in the USA/Total of Finance & Accounting Credits 207
- CPA Studies – Montgomery College, Rockville, MD, 2009
- CPA (*) registered in Ukraine
- MBA, Finance – State Polytechnic University, Ukraine, 2003
- Bachelor (Economics and Business) – State Technical University, Ukraine, 2002
- Master of Science (Electrical Engineering) – Polytechnic University, Ukraine, 1991

OTHER SKILLS and INFORMATION

- Oracle 10/11 (ESCIS, Sunflower), Deltek Costpoint 8, Deltek Vision, Lawson, Solomon, Sage/Peachtree, Share Point, Sales Force, QuickBooks, Xero, ATX, Drake, Tax Point, Lacerte Tax, TurboTax, Go System Audit, TSS, ADP, Paychecks, Custom Pay, Great Plains, Dynamics SL, D365
- MS Office (Word, Excel (Pivot tables, V lookups, H lookups), Access, Outlook), Adobe XI
- International finance experience, multilingual, US Citizen, active security clearance

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Public Accountants (AICPA) – Associate Member
- Volunteer as a Finance Officer of Civil Air Patrol