

AMANDA MALDONADO

MBA

DIRECTOR OF FINANCE & ACCOUNTING

EDUCATION

Master's Degree Business Admin & Finance

Dallas Baptist University

May 2021

EXPERIENCE

DIRECTOR OF ACCOUNTING Accounting Supervisor

Ridgeline Management Company
Rockwall, TX
2023 to present

BUDGET & COST REPORTING MANAGER

Lakes Regional Community Center
Terrell, TX
April 2023 – Dec. 2023

DIRECTOR OF FINANCE

Acero Building Components
Terrell, TX
All Steel Carports
Muncie, IN
Acero CA Building Components
Colussa, CA
Mar 2022 – Jan. 2023

DIRECTOR OF FINANCE

Chavez Real Estate
Muncie, IN
Mar 2022 – Jan. 2023

CONTROLLER/OFFICE MANAGER

Cheatham Memorial United Methodist Church
Dec. 2020 – Mar. 2022

INDUSTRY EXPERIENCE

Construction & Development

Senior Residential Property Management

Mental Health & Clinical Facilities

Manufacturing

Non-Profit 501(c) 3

Governmental

ACCOUNTING EXPERIENCE

Full Cycle Accounting

Fixed Asset Additions/Disposals

Acquisitions/Divestitures

Capital Expenditures

Accruals/General Ledger

Accounts Receivable Collections

Accounts Payable Management

Payroll

Financial Reporting and Analysis

Budget Preparation & Variance Analysis

Cost Reporting

Treasury Management

CONTACT

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COMMUNICATION

Excellent communication skills and business acumen geared towards building cohesive professional relationships with team members, vendors, and various levels of organization internally and externally.

LEADERSHIP

Successful team leader that supports their team and guides them towards personal and professional success in support of company core values and objectives.

PROFESSIONAL SUMMARY

Professional and experienced financial manager with over 10+ years of accounting experience in various financial environments/industries to include: project management, manufacturing, cost accounting, fund accounting, non-profit 501(c) 3, healthcare, military/government, full cycle accounting, inventory management, AP/AR management, and various ERP/accounting systems to include: SAP, QuickBooks Enterprise/Manufacturing, SysPro, NetSuite Oracle. Excellent communication and presentation skills in forecasting, budget management/analysis and variance analysis, ability to work well with multiple levels within an organization as well as provide key leadership and motivation in order to achieve desired targets/outcomes and organizational goals. Currently enrolled in **Certified Management of Accounting (CMA) certification** program with anticipated exam completion September 2023 and active IMA Member.

EXPERIENCE

DIRECTOR OF ACCOUNTING

Accounting Supervisor

Ridgeline Management Company

Rockwall, TX

2023 to present

Senior Living/Residential Property

- Build, train, and lead an accounting team of 7+
- Implement and maintain financial reporting and accounting standards/processes for 30+ Senior Living Facilities to include managing payroll, AP Department, AR Department, Accounting Department, Cash Management, planning and variance analysis
- Report directly to stakeholders, CEO, COO, CFO and ownership groups
- Implement/Develop SOX compliance narratives and review/submit financial reporting as needed for public reporting and internal reporting
- Manage Construction progress billing to ensure accuracy of fixed asset improvements and project efficiency. Work with vendors to complete capital expenditure project billing.
- Assist with Cash Management, Treasury Management and Banking Operations by initiating/approving Wires, ACHs, positive pay uploads, verifying and reconciling cash management to the bank and accounting software
- AR Reconciliations and tracking of earned and unearned revenues. Analyze cash and AR position to ensure integrity of revenue cycle weekly, monthly, and quarterly. Provide reporting to CEO and COO regarding cash position. Medicaid Remittance and Billing
- Assist with AP and Month End Closing procedures, journal entries, payroll entries, adjustments, accruals, and full cycle accounting, depreciation, asset management, allowance for doubtful accounts/bad debt and capital expenditures entries
- Prepare financial reporting requirements consistent with management agreements, SOX compliance, GAAP standards, and prepare HUD forms for capital reimbursements
- Review and analyze financial reporting to respond to questions involving month over month variances in income/expenses, budget vs actuals, asset additions, AR Collections, Bad Debt accounts, and Vendor Aging Reports.
- Additional duties include Bank and Credit Card reconciliations, intercompany billing, expense accruals, property and personal tax filings, assist with management of real estate investment accounts and recording escrow reserve and tax reserve journal entries
- Assist Regional and Executive Directors with support regarding the financial operations of their communities as well as assist Business Office Managers with answering questions/preparing documentation for reporting requirements; train/support in system software usage and navigation.

BUDGET & COST REPORTING MANAGER

Lakes Regional Community Center

Terrell, TX

April 2023 – Dec. 2023

Mental Health/Governmental

- Build entire budgets for Mental Health Facility and Programs
- Work with Executive Director, CFO and Program Directors to build program specific budgets and perform variance analysis and planning during monthly program meetings

SKILLS

Microsoft Excel Intermediate

QuickBooks Manufacturing & Enterprise

QuickBooks Online

NetSuite/Oracle

Sage Intacct

Financial Edge

Microsoft Office 365 Suite/Microsoft Teams

Google Suite

UKG

ADP

Paychex

Power Plan Budget Software

Financial Reporting

Attention To Detail

General Ledger Accounting

Business Acumen

Account Management

Auditing

Budget Forecasting & Analysis

Excellent Written/Verbal Communication

- Work with Program Directors to prepare, set, and manage annual operating and capital budgets for community mental health service programs across 11 counties; manage budgetary procedures and offer program insights/guidance during monthly budget meetings via Questica Power Plan Budgeting Software
- Review spending limits, budget adjustments, revenue collections for fiscal/governmental compliance and organizational budgetary standards in compliance with GAAP and GASB 87, 96.
- Grant, State, and Federal Contract Management/Analysis and BAR adjustments
- Analyze financial data and prepare reports for state/federal cost reports and audit GASB compliance
- Review purchases for programs to ensure integrity and fiscal responsibility of approved budget
- Develop and implement internal fiscal procedures to ensure cost accounting methodologies in accordance with state and federal standards for HHSC and other state/federal contracts.
- Position Control- approve position vacancy requests and monitor payroll action requests for approval; monitor FTE of 441 positions and vacancies utilizing Kronos/UKG payroll software
- Work with a fiscal/admin team of 15 to ensure financial operations are in alignment with governmental standards and contract requirements
- Act as a liaison between fiscal team and program directors to ensure financial maintenance of reporting and delivery of service targets.
- Complete and Submit monthly, quarterly, and yearly cost compliant reports and revenue/expenditure reports to state and federal agencies such as Report III, CAM, PHP-CCP (Charity Care), MAC (Medicaid Admin Claiming), LOFTs and complete audit packet requests for compliance.

DIRECTOR OF FINANCE

Acero Building Components/Chavez Real Estate

Terrell, TX

Mar 2022 – Jan. 2023

Manufacturing Retail and Real Estate

- Managed a team and lead towards improvements for better business practices and more accurate accounting practices:
- Manage purchase orders and work with purchasers/vendors to ensure compliance and proper billing
- track timesheets and verify for accurate labor distribution/costs for supplemental labor of vendors
- Approved, managed, monitored, and closed PO's as well as managed appropriate invoicing, receipts and proof of delivery(s).
- Establish and maintain rental agreements/contracts to ensure compliance and verify proper invoicing from vendors
- Invoice management with vendors/suppliers in order to troubleshoot and problem solve with various departments for more accurate cost accounting.
- Company credit card management and equipment management i.e. company cell phones, company travel expenses, and monthly department expenditures.
- International shipping requests for capital/inventory purchases as well as international wires for purchase orders
- Support higher management with travel expenditures international and domestic Improve internal processes, source, and hire appropriate talent as well as training.
- Direct the finances for multiple business entities with a consolidated worth of approx. \$60 million in overall sales.
- Work with CPA Firm to resolve tax issues past and present that more closely aligns with GAAP principles.

- Manage and execute weekly payroll for approx. 75. employees across 3 business entities as well as manage time and attendance, vacation/sick pay, entering new hires, adjustment of pay rates and bonuses.
- Reconciliations, General Ledger Accounting, Accounts Payable, Accounts Receivables, Vendor/Customer Relationships, Deposits, ACH Transfers, WIRES (Foreign and Domestic).
- Maintain and develop relationships with various banking institutions for the continual improvement of the company.
- Provide/Present reporting in support of upper management decisions for the President, CEO, and Vice President of the company as well as the Governing Board.

Controller/Office Manager

Cheatham Memorial UMC

Edgewood, TX

Dec 2020 – March 2022

Fund Accounting and Non-Profit 501(c)3

- Improve internal processes review and perform internal auditing.
 - Manage the finances and control financial operations with open correspondence to Governing Board and Council.
 - Take the lead towards improvements for better business practices and more accurate accounting practices.
 - Work with CPA Firm to resolve tax issues past and present, perform audit and book review that more closely aligns with GAAP principles.
 - Manage and execute weekly payroll as well as manage time and attendance, vacation/sick pay, adjustment of pay rates and bonuses and maintain proper payroll taxing and deductions.
 - Reconciliations, General Ledger Accounting, Accounts Payable, Accounts Receivables, Vendor/Customer Relationships, Deposits, ACH and Electronic Fund Transfers.
 - Maintain and develop relationships with various banking institutions for the continual improvement of the company.
 - Provide/Present reporting in support of upper management decisions for the Governing Board.
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