

STEVEN MCLEAN

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EXPERIENCE

Confidential (Contract)

Data Analyst
December 2024 – Present

- Performed excel tasks with speed and accuracy using pivot tables, formulas, VLOOKUP.
- Managed, organized, and maintained large datasets in Excel.
- Supported reporting needs by preparing and formatting Excel spreadsheets.
- Proposed creative solutions for improving data handling and process efficiency.

Mercy Ships

Accounts Payable
June 2024 – December 2024

- Prepared and processed weekly accounts payable vendor payments.

East Texas Architectural Sheetmetal

Accounts Payable
July 2023 – April 2024

- Managed, prepared and processed weekly accounts payable vendor payments for five companies.
- Reviewed and verified vendor statements for five companies.
- Administered adjusting, and recurring monthly journal entries.
- Assisted accounts receivable for month-end reports.

Prostar Rentals

Bookkeeper
March 2023 – June 2023

- Organized accounting records electronically for accuracy and billing purposes.
- Prepared journal entries in coordination with controller for review and posting.
- Organized and maintained statistical reports and records in accounting system.
- Maintained fixed assets in accounting system.

Defense Contract Audit Agency GS-12

Senior Auditor
September 2013 – July 2022

- Performed complex audit assignments (Pricing proposals audits, Incurred Cost audits) as either an auditor-in-charge or assist auditor utilizing analytical procedures and data analytic techniques in accordance with Generally Accepted Government Auditing Standards (GAGAS).
- Planned, coordinated, and conducted comprehensive audits of major scope and responsibility of developing risk assessment to further modify/tailor audit programs to address the audit objective effectively.
- Created audit working papers that documented the collection of supporting documentation to analyze data and ensured that evidence was sufficient, relevant, and competent.
- Examined accounting records, cost representations, and internal controls to assure compliance with Federal Acquisition Regulation (FAR), Cost Accounting Standards (CAS), Generally Accepted Accounting Principles (GAAP), and other agencies specific regulations.
- Voluntarily coached new hires over their ongoing assignments, various auditing topics, and related subject matter.

Murray's Hotel & Restaurant Supply Co.**Accounts Receivable Supervisor
June 2006 – August 2011**

- Arranged for debt repayment/established repayment schedules, based on customers' financial situations.
- Provided payment history on existing customers for the changing of credit limits or terms.
- Processed variety of invoices or billings to customers, vendors, contractors, and consultants.
- Reviewed invoices and other financial transactions for legality, accuracy and compliance with procedures, rules, or regulations.
- Reconciled on a regular basis, any statement of revenues, expenses, trial balance statements, and petty cash fund.
- Collected \$730k in past due receivables within first year on past due accounts.
- Determined validity of bills or charges and ensuring credit to proper account.
- Prepared monthly statements and past due notices to 250 customers.
- Communicated with sales staff to update “at risk” accounts.
- Reduced past due customers from 525 to 250 within 1 year.

Everest College**Financial Aid Administrator
October 2003 – May 2004**

- Counseled students and parents regarding financial plan/eligibility, and provide that all students (new, re-entry, and continuing) are aware of and have planned for their financial obligations to the school as well as other financial aid providers.
- Served as liaison with lenders and guarantee agencies in the Federal Family Education Loan Programs.
- Scholarship Coordinator managing scholarship database, searching for new scholarships and coordinating scholarships with current financial aid awards.
- Administratively responsible for the Federal Pell Grant and Federal Family Education Loan Programs.
- Determined student eligibility for Federal and State financial aid programs.
- Certified and processed loans.

Young Homes**Accounts Payable/Accounts Receivable
October 2002 – May 2003**

- Calculated, prepared, and issued bills, invoices, account statements, and other relevant financial statements.
- Processed accounts receivable or payables into computer systems.
- Prepared and maintained statistical reports and records.
- Utilized job cost information to prepare financial statements.
- Responsible for submitting bank draws and vouchers.
- Assembled accounts payable documents for approval.

ATI Windows, Inc.**Accounts Receivable
July 2001 – February 2002**

- Contacted delinquent accounts via phone and mail to request payment on past due invoices.

- Verified and posted accounts receivable transactions to journals and ledgers.
- Researched and filed with agencies to obtain payment on bad checks and small claims.
- Processed credit applications and completed credit references as requested.
- Prepared payroll for 40 employees biweekly with Zurich software.
- Prepared Promissory Note and installment payments.
- Debt collections manager for Accounts Receivable.
- Prepared bank account deposits.

DeVry University

Financial Aid Administrator October 1999 – July 2001

- Developed, negotiated and finalized student financial plans consistent with financial planning policies and procedures and with Federal/State regulations for awarding aid.
- Analyzed and evaluated the eligibility of financial aid applicants using federal tax forms and other financial documents to determine financial strength.
- Ensured information provided to students complied with Federal, State and college rules and regulations.
- Determined awards, coordination of benefits and resources, and certification of loans.
- Explained and interpreted student loan repayment requirements and options.
- Consulted with outside agencies regarding loan processing and eligibility.
- Counseled students on alternative loan programs.
- Conducted entrance and exits interviews.

EDUCATION

Bachelor of Science in Accounting
DeVry University, Pomona, CA

October 1999

CERTIFICATIONS

- DAWIA Certification Level 2
- Financial Management Certification, Level 2