
PROFESSIONAL EXPERIENCE

BROADSTONE, LLC, Bryn Mawr, PA (December 2007 - present)

Managing Partner & CFO

BROADSTONE is a provider of versatile business advisory and financial management consulting services designed to lead financial initiatives, manage strategic projects, and streamline accounting processes and overall business performance.

Firm Responsibilities:

- Developing, managing, and executing all strategic and financial initiatives of the firm.
- Overseeing financial reporting and tax compliance.
- Developing and maintaining client relationships.
- Providing project management and project oversight
 - Includes the entire small business advisement, bookkeeping and tax services portfolio.
 - Includes all Internal Audit Co-Sourced projects and Process Improvement Projects.
- Marketing and recruiting.
- Monitoring staff performance and evaluations.

Highlighted Client Engagements:

- ❖ Current Strategic Advisement Engagements: Varying small business clients from start-up to \$50M in revenue.
 - Manage accounting staff (BROADSTONE consultants and in-house client staff).
 - Develop accounting, finance and operational efficiencies while working directly with the owners, CEOs and staff.
 - Analyze, document and implement controls and processes.
 - Perform revenue and cost analysis and work with owners & CEOs to increase revenue streams and reduce costs.
 - Develop and compile budgets, forecasts and cash flow reports.
 - Prepare monthly financial statements and assist the business owners & CEOs in understanding their financial statements.
 - Provide quarterly tax planning advisement.
 - Oversee projects such as software implementations.
- ❖ ACE Insurance (now Chubb Limited)
 - Assisted with a process documentation and improvement project and developed an account reconciliation process for client cash collections vs. client invoices.
 - Assisted and oversaw a cash collateral funded deductible reconciliation and improvement project. Initially assisted with the development and documentation of a formalized reconciliation process and currently assisting the subject matter expert with the analysis, completion, and documentation of the reconciliations, as well as the reporting of results to management. Project includes oversight of staff both in the US and in India.
 - Managed a captive receivable reconciliation and improvement project by understanding the existing process, reengineering and documenting the newly designed process, working with IT staff in developing reports and report extracts, implementing controls, training staff, overseeing the newly designed procedures and reporting to senior management.
 - Developed and implemented a cash flow and receivable reporting process for US operations and maintained the reporting responsibilities for several months until transitioning to internal resources. Developing supporting financial reports required working with IT staff to identify and develop various extracts by utilizing Cognos.
 - Reengineered, managed and maintained insurance and reinsurance receivable sub-ledger reconciliation process and controls in compliance with SOX requirements. Project included managing staff both in the US and in India.

❖ Health Partners, Inc.

- Oversaw and managed co-sourced internal audit projects including the following audits: HIPAA compliance audit, Fee Schedule, Claims, and Enrollment. All audits required planning, overseeing execution, reporting and closing. Project details included: developing audit plan, understanding processes, testing controls, compiling audit reports and making process improvement recommendations to the Director of Internal Audit and the business process owners.
- Planned, managed and executed various National Association of Insurance Commissioners (“NAIC”) Model Audit Rule projects between 2009 and 2012. Projects details included: assessing business and enterprise risks, documenting, testing and implementing mitigating controls as well as documenting processes and making process improvement recommendations to the business process owners.

The Siegfried Group, LLP, Wilmington, DE (2006 - 2007)

Senior Manager

❖ ACE Limited - Consulting Engagement (May 2006 - December 2007)

Overview: Assisted and advised with an accounts receivable project of a global insurance and reinsurance company with annual gross written premiums of approximately \$17 billion. Specific duties included:

- Revised the existing receivable reconciliation process.
- Reported directly to the VP of Finance and provided analyses used in determining billable vs. non-billable receivables.
- Managed a team of approximately 20 team members.
- Performed second level reviews as the subject matter expert and ensuring documentation was compliant with PCAOB Standards.

❖ Interpublic Group - Consulting Engagement (February 2006 - May 2006)

Overview: Assisted and advised with the 10K filing of a multi-national public advertising and marketing services company, with annual revenues of approximately \$6.3 billion.

Ernst & Young, LLP, Philadelphia, PA & London, UK (2003-2006)

Audit Manager

- Audited and advised on IFRS / Local GAAP to US GAAP conversions projects required for 20F SEC filings for companies located within the UK as well as Switzerland.
- Managed local teams within both the UK and Switzerland while auditing the financial statements of local companies under the guidance of SEC SS 210.3-05 financial statements of businesses acquired or to be acquired.
- Oversaw audit procedures performed by local Indian teams during Rule144A audit procedures in India.
- Managed and conducted integrated audit as well as quarterly reviews of a multi-national public company, with annual revenues of approximately \$6 billion.
- Managed, designed, and performed test of control procedures required by Section 404 of the Sarbanes-Oxley Act of 2002 in compliance with the Public Company Accounting Oversight Board (“PCAOB”).
- Managed and conducted audit of a not-for-profit healthcare (senior care) client.
- Provided training and supervision to staff and seniors on audit engagements with engagement team sizes ranging from 5 - 25 team members.
- Participated in staff counseling, providing individual development and mentoring.
- Assisted in firm recruiting / interviewing efforts.

Beucler, Kelly, & Irwin, Ltd, Philadelphia, PA (1999-2003)

Audit Supervisor

- Managed and conducted audits of small businesses, not-for-profit organizations (including A-133 government compliance), and employee benefit plans.
- Designed and implemented internal control and internal control testing.
- Conducted review and compilation engagements.
- Prepared C-Corporation, S-Corporation, Partnership, and Individual tax returns.
- Reviewed and approved prepared Form 5500's and Form 990's under audit compliance requirements.
- Supervised and trained personnel on engagements including: reviews, compilations, as well as tax return preparation.
- Participated in Audit Watch and audit re-engineering.

Hinnerschietz Recon, Inc., Emmaus, PA (1998-2003)

Consultant and CPA

- Established an understanding of financial statement information.
- Prepared financial analysis for lending institution.
- Assisted in payroll processing and compliance.
- Provided QuickBooks and general bookkeeping consulting.
- Developed cost analysis and improve inventory turnover and control.
- Prepared S-Corporation, Partnership and Individual tax returns.

Wal-Mart, Richmond, VA (1997-1999)

Staff Accountant, Internal Audit

- Tested internal control structure using both statistical and non-statistical sampling.
- Conducted functional audits at store level to ensure compliance with corporate policies and procedures, as well as government laws and regulations.
- Reconciled cash office accounts and reviewed general journal postings.
- Supervised inventory counts at numerous store locations as well as reconciled actual inventory levels to adjusted book balances to determine operating efficiency of a particular store.
- Traveled throughout the United States and Canada approximately 80% of the year.
- Participated in the Wal-Mart leadership foundation and management development program.

EDUCATION

Pennsylvania State University: B.S. Accounting & International Business
University of Exeter, Exeter, UK - participated in PSU study abroad program

SOFTWARE

ATB, BNA Fixed Assets, Caseware, Cognos, E&Y AWS, Hyperion, Idea (data extraction), Lacerte, Microsoft Office, Oracle, PeopleSoft, QuickBooks, Wave

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

- Certified Public Accountant ("CPA")
 - Project Management Professional ("PMP")
 - American Institute of Certified Public Accountants
 - Pennsylvania Institute of Certified Public Accountants
 - Business Networking International ("BNI")
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PROFESSIONAL ACTIVITIES

- BNI Philadelphia II Chapter Membership Committee Member and was previously the President, Vice President, and Secretary & Treasurer.