

TONYA BROWN

Highly efficient and dedicated financial executive with more than 15 years in finance, accounting and business operations across various industries. Enthusiastic in approaching organization-wide challenges from many angles and utilizing financial expertise to deliver effective solutions.

Excellent communicator with collaborative management style, strong leadership instincts and specialized ability to design tools for improved efficiency leading to greater profitability.

Experience in:

- Budgeting & Financial Analysis
- Cash Flow Projections
- Internal Controls
- Benefits Management
- GAAP accounting
- Software Implementation
- HR & Payroll
- Tax & Audit
- Information Technology
- Bank and Vendor Negotiations
- Policy & Process Development
- For-Profit & Non-Profit

Software experience:

- Excel, Access & PowerPoint
- Sales Force & ISOX
- Intacct
- Great Plains Dynamics
- Paycor Payroll & HRIS
- BlackBaud/ Financial Edge

PROFESSIONAL EXPERIENCE

Kansas City Regional Association of Realtors Leawood, Kansas 10/2015 – current
Vice President of Finance & Human Resources with 8000 member association

Goodwill of Western Missouri & Eastern Kansas Kansas City, Missouri 05/2013 – 10/2015
Director of Accounting for Non-Profit Organization with \$30 million annual budget

- Launched new payroll reporting system effectively reducing time requirements of 20+ managers by an average of two hours each and payroll specialist by eight hours for an estimated annual savings of \$25 thousand.
- Led the cross divisional partnership for the roll out of purchased goods line of products in retail stores, while improving existing process efficiencies, enhancing controls and ultimately protecting the agency from costly errors and oversight.
- Designed and effectively implemented department wide cross training program inclusive of detailed desk manuals and growth planning for each teammate.
- Successful audit, finalized within three months of year end, followed by the reduction of month end closing time to seven days from a sixteen day average close with \$0 prior period adjustments.
- Development of Store Performance Analysis used in decision making by CEO.
- Comprehensive benefits management inclusive of audited 403b and 401a plans, with development and implementation of processes necessary to successfully address prior year audit findings.
- Cash management including substantiated short and long term projections.
- Directed the successful implementation of Fixed Asset Module leading to the elimination of manual depreciation entries and thus enhanced efficiency and improved accuracies.

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Community Living Opportunities, Inc. Lenexa, Kansas

09/2009 – 05/2013

Director of Finance for Non-Profit, HealthCare Organization with \$25 million annual budget

- Improved profitability by \$400 thousand in a twelve-month period by providing reports and financial insight needed for an extreme overhaul of the business plan.
- Secured line of credit which allowed for continued company growth and negotiated multi-thousand dollars in savings in banking fees for duration of banking relationship.
- Created and implemented new budgeting model with built in rolling forecast and what-if analysis capabilities used in programmatic decision making.
- Identified key financial health indicators and designed tailored reports used in communicating periodic performance to the Chief Executive Officer and Board of Directors.
- Successfully refinanced property mortgage resulting in the recoupment of \$540 thousand cash previously advanced to the HUD project.
- Launched new accounting database, including a new Chart of Accounts.
- Developed and implemented streamlined processes resulting in significantly enhanced efficiencies and reduced staffing costs with a refreshed tenured staff.
- Implemented new agency wide processes and software to eliminate manual collection of data while improving financial and non-financial reporting capabilities.
- Routine presentation to both the finance committee and the Board of Directors.

Spectrum Business Ventures Kansas City, Missouri

Controller for Venture Capital Company

07/2006 – 09/2009

- Managed an extremely large work load allowing for the development of the company into a professional support team for over 60 entities across a wide variety of industries.
- Work closely with and monitor work product of staff assisting them with general accounting and control improvement while maximizing timeliness and accuracy.
- Complete cleansing of newly acquired company financials while ensuring compliance with GAAP.
- Review applicable legal documents, such as operating agreements and loan documents, necessary to support financial reporting of each entity.
- Prepare and analyze budgets, forecasts and cash flow statements annually and update monthly.
- Work with outside accounting firms to prepare and file federal and state tax returns.
- Provide senior management with organized data necessary to make key financial decisions.
- Executed timely construction draws ensuring timely development of real estate projects.
- Managed Human Resources and payroll related functions for 25+ employees.
- Improved office procedures to increase efficiencies and work productivity.

EDUCATION & CERTIFICATIONS

Avila University Kansas City, MO

Bachelor of Science, Business Administration

Completion date: May 2002

Masters of Business Administration, Finance

Completion date: May 2008

Masters of Business Administration, Accounting

Completion date: May 2010

CPA Candidate (2 sections passed)

Anticipated completion: March 2016