

Samuel Gomez

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Executive Level Accountant

Dynamic, organized controller/accountant with extensive financial management experience for multi-million dollar companies. Expertise in human resources, data entry, union relations, workers compensation and health insurance laws. Proven leader with outstanding time management, interpersonal and communications skills.

Other Strengths and Abilities

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| * Payroll and state/federal payroll taxes | * Accounts receivable and collections |
| * Extensive auditing experience | * All aspects of general ledger |
| * Vendor negotiations and oversight | * Expertise in office/accounting software |
| * Staff supervision and training | * Reconciliation and financial statements |
| * Corporate accounting/budget preparation | * Contract review and oversight |
| * Inventory reconciliation and control | * Pension plan administration |

PROFESSIONAL WORK HISTORY

1990 – Present, **Accountant/Controller**, XYZ Electric Co., Novato, CA

- Serves as accountant/controller for a \$45 million company with 250 employees and six divisions, including residential and commercial electric; telecommunications; network; security; audio-visual; and traffic
- Implemented new reporting system that resulting in significant reduction in change orders
- Created series of management margin reports that more accurately predicts labor costs, material costs and amount of time needed to complete projects
- Developed monthly mechanism for tracking maintenance expenses of company's 100+ vehicle fleet, greatly reducing waste and improving efficiency
- Analyzes all contracts and prepares simplified briefs of same for management to ensure company's best interests are accounted for
- Led effort to successfully dispute U.S. Dept. of Labor claim that company owed \$600K in back pension payments, resulting in \$1,500 settlement
- Handles AP/AR, billing, job costing and other day-to-day financial operations
- Employs Access, Crystal Reports and other specialized accounting software to ensure maximum accuracy and efficiency
- Provides input to management on long-range budgeting and strategic planning
- Served as human resources director and created the foundation of current human resources department to enable company to accommodate rapid growth

- Composes quarterly budget estimates through analysis of company expenditures, including employee compensation, fuel expenses, materials costs and inventory
- Serves as intermediary between unions and management
- Conducts change orders and performs data entry
- Consults with procurement department to compose estimates of materials
- Prepares financial statements, processes invoices and handles payroll
- Develops and manages external financial relationships with banks, insurers, etc.
- Trains staff/management in proper use of complicated office/accounting software
- Expedites workmen's compensation claims
- Processes 401-K plans and employee benefits
- Ensures all garnishments, union dues and other liabilities are properly deducted
- Formed non-profit committees that benefit local causes, including cancer research and food drives for the needy, helping put company in positive public light

1998 - 1990, **Accountant**, Sutter Health Facility, Novato, CA

- Maintained general ledger and prepared monthly financial statements for two thriving hospitals
- Supervised AP/AR
- Handled all human resources duties, including payroll for 120+ employees, payroll taxes, and the hiring and supervision of five clerks
- Performed data entry and audits
- Fulfilled information requests from other departments and outside agencies
- Collected information for annual budget

Education

- **Masters Degree, Business Administration/Accounting**
California State University, Hayward, CA
- **Bachelor's of Science, Mathematics**
University of California, Davis, CA

Community and Volunteer Work

- Developed non-profit committees to raise funds for breast cancer research and collect food for the needy
- Served as Treasurer for the Novato Chamber of Commerce
- Served as member of the Novato Youth Center Board of Directors
- Enlists volunteers for the Petaluma food pantry