

Renée Moelders

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Finance ■ Operations ■ Management ■ Leadership

Results-oriented accounting and finance operations professional with expertise in diverse corporate and non-profit environments. Strategic planner who effectively assesses situations from an owner and client perspective and develops comprehensive action plans for win-win solutions. Proven leader who focuses on the big picture, facilitates change and growth accordingly.

EXPERIENCE

FAULK & WINKLER, LLC, BATON ROUGE, LA

Growing accounting firm with 30+ employees and \$4M in revenue

December 2007 to May 2008

Firm Administrator

Responsible for Human Resources, Finance, IT, Administration. Tasked with leading the firm's transition to the next generation of leaders.

Highlights:

- Developed and implemented firm-wide evaluation, mentoring, and goal-setting processes for employees and managers. Worked with managers to customize departmental evaluation forms to include specific skills and competencies needed. Set staffing and development priorities for next fiscal year.
- Developed a comprehensive recruiting program involving partners and staff. Initiated meetings with university professors and career services to gain access to talent. Created marketing materials to demonstrate the benefits of working for a small firm.
- Facilitated the development of a leadership team; created agendas and talking points for partners and managers. Developed dashboard financial reporting using key metrics including realization, YTD production compared to budget, significant collection items, etc.
- Led outside IT firm to modernize systems and develop solutions for outstanding issues. Increased uptime of a crucial network application from 85% to 98% by upgrading to 1 GB switches; ensured that future computers were purchased with the equipment necessary to communicate at the higher speed. Upgraded internet and phone to a fiber optic connection for more dependable business-class internet access while achieving a 12% monthly savings.

ALKON & LEVINE, PC, NEWTON, MA

Highly successful accounting firm with 13 employees and \$3.3M in revenue

August 2004 to November 2007

Firm Administrator

Responsible for Human Resources, Finance, IT, Facilities Management and vendor selection, client service, scheduling and due date monitoring, and a three-person administrative team. Participated as a non-voting member of the Partner group.

Highlights:

- Reduced partner involvement in administrative matters so they could focus on client service, contributing to a 7% increase in revenues year one, 10% year two, and a projected 6% increase year three.
- Optimized billing process and reduce billing backlog through instituting better controls and reporting on billing process. Reduced over 90 day receivables by 20%. Identified problem areas and facilitated improved communication between Billing Manager and Partners, as well as between the firm and problem clients. Created unified collection policy across the firm.

- Successfully renegotiated building lease at rates 15% under average Newton market rates.
- Developed an intranet to capture best practices, policies and procedures, pertinent technical information, HR forms, etc.
- Developed programs for weekly “lunch and learn” sessions to share changes in administrative procedure, technical updates, and best practices. Conducted “lessons learned” meetings before and after tax season toward the goal of continuous improvement of processes as well as adherence to agreed upon procedures.

WINCHESTER COMMUNITY MUSIC SCHOOL, WINCHESTER, MA **January 2003 to March 2004**
Non-Profit organization with \$1.1M operating budget and 900 students **Business Manager**

Responsible for all business operations including Accounts Payable, customer invoice generation, and Accounts Receivable. Prepared payroll for 70 salaried and hourly employees as well as contractors. Performed monthly close and managed year-end audit. Prepared annual budget, monthly financial reports. Participated as non-voting member of Finance Committee.

Highlights:

- Gathered data from all departments for budget preparation; collated results; prepared annual budget for review by the Executive Director and Finance Committee.
- Developed a system to categorize general ledger entries across project and departments; used data to improve grant reporting.
- Ran a campaign to increase usage of direct deposit in payroll resulting in less time spent on check reconciliation.

THE REFERENCE, INC., BOSTON, MA **October 2000 to Sept 2002**
Technology Consulting and Advisory Firm **Business Operations Manager**

Responsible for reevaluation and overhaul of the accounting operation, reporting directly to the CFO. Oversaw time and expense submission and approval, client invoicing, Accounts Receivable, Accounts Payable. Negotiated new vendor contracts and managed current relationships.

Highlights:

- Achieved a 30% reduction in employee expenses by creating tighter control mechanisms and clearer policies on spending.
- Led the implementation of a project accounting system which allowed for more accurate and timely financial data on a project level.
- Maintained and continuously updated a high-tech Excel model to allow for management reporting on a real-time basis.

THE BUSINESS BANK OF BATON ROUGE, BATON ROUGE, LA **June 1998 to June 2000**
Community Commercial Bank **Operations Officer**

EDUCATION

B.S. Finance, Louisiana State University, December, 1996

COMPUTER SKILLS

Peachtree, Quickbooks and Creative Solutions Accounting, Microsoft Office including expert knowledge of Excel and Access, Crystal Reports, FrontPage

OTHER

Active member of the Association for Accounting Administrators