

MARY M. BYRD, CPA
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Summary : Extensive background in accounting and financial management with over 20 years of diverse experience. Particular expertise in:

- * Financial Reporting and analysis
- * Systems Management
- * Pension Plan Administration
- * Tax preparation
- * Business plan development and analysis
- * Policies and procedures
- * Efficient in Microsoft Excel, Word, Publisher and Access
- * Cash Management
- * Payroll Operations
- * Employee Benefits
- * Supervision of Accounting Department
- * Budgets

Professional Experience:

Price Kong & Co., CPA's (Aug 2001 – June 2002)

Firm Administrator

Responsibilities:

- Oversee all human resource issues, including administration of effective HR policies and staff counseling, and recruiting.
- Preparation of periodic financial statements
- Administration of 401K Plans
- Preparation of client tax returns
- Budget planning and preparation
- Coordinate special projects
- Direct all administrative functions including billing, collections, practice management system and reception.
- Communication link between staff and management

Cypress Health Care Services, LLC (Nov. 1997 – Aug 2001)

Controller

As head of the accounting department my selected accomplishments are:

- Developed policies and procedures to insure positive cash flow
- Installed internal accounting system (MAS 90)
- Established company 401(k) plan
- Upgraded employee health and dental insurance plans
- Reduced debt by \$150,000 in one year
- Supervise staff of five

Walpert, Smullian & Blumenthal, PA (Baltimore, Md.) (Aug.1981-Oct. 1997)

Controller

Responsible for financial reporting and analysis, practice management system reporting, payroll and pension plan administration and internal controls of cash.

Selected accomplishments:

- Implemented network practice management system which allowed weekly processing of time and expenses for billing
- Restructured and implemented new financial reporting system which improved turnaround time for financial statements from quarterly to monthly
- Trained and supervised personnel in Payroll, Accounts Payable, Accounts Receivable and General Ledger
- Prepared monthly accrual basis and cash basis financial statements
- Analyzed budget versus actual Profit & Loss Statements
- Compiled annual reports for 401(k) and Pension Plan
- Coordinated banking cash flow requirements

Education: B.S., Business Administration/Accounting, *cum laude*,
University of Baltimore, Baltimore, Maryland

Have completed ongoing professional development education

Professional Memberships: American Institute of Certified Public Accountants
Arizona Association of Certified Public Accountants
US Women's Chamber of Commerce
Association of Accounting Administrators

Personal: Volunteer Financial Director for the Sunflower Foundation, a not-for-profit Organization for the prevention of domestic violence

Past Sectional Director and Chapter President of the Executive Women's Golf Association, a nationwide organization with over 16,000 members.

References furnished upon request.