



TY L. MELTON
Certified Public Accountant

7015 Ranger Drive
Fort Collins, Colorado 80526

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(970) 267-9159

PROFESSIONAL EXPERIENCE

GGP Foothills Mall – Fort Collins, CO, 3/2004 – Present

Senior Mall Accountant

Responsible for the financial activity of medium sized mall consisting of four separate properties. Functional responsibilities include supervision of mall accountant performing billing and accounts payable, account reconciliation and the maintaining a 24 month rolling forecast of revenue, operational expenses and capital expenditures.

- Established financial models for four properties in parent companies forecasting software.

Firm Administrator

Responsible for the business activity of the firm with an annual income of \$4+ million. Functional responsibilities include account reconciliation, financial statement preparation, cash management, payroll, human resources, daily operations, client relations, recruiting, and managing office building/tenant relations.

- Implemented less paper system to store client files onto computer system, saving storage space and lost time searching for files.
- Improved communication between owners and staff improving moral.
- Purchased and installed new time and billing software, increasing program uptime and information access.
- Installed accounting software increasing information access.

City of Louisville – Louisville, CO, 1/2000 – 6/2000

Accounting Manager

Responsible for the financial activity of a municipality with annual income of \$10+ million. Functional responsibilities include account/fund reconciliation, investments, payroll, accounts payable, utility billing, fixed assets, year-end audit schedules and monthly financial statements.

- Established team and started developing online time sheet in Access.

LAFARGE, INC. – Fort Collins, CO, 1998 – 1999

Divisional Controller

Key decision-making participant of senior management team. Responsible for financial activity for 5 construction material companies totaling \$82+ million in sales. Functional responsibilities include account reconciliation, cost accounting, journal entries, elimination and allocation entries, account and trend analysis, financial statement preparation, budgeting, hiring and training, payroll, human resources, accounts payable and billing. Quality management program team leader.

- Established inventory-pricing system for which resulted in over \$7 million in immediate bottom line profit. Process brought records in compliance with GAAP and provided management with accurate product costs, established basis for selling price and identified profitability per product, all essential to improved strategic planning process.
- Evaluated accounting staff of seven and current work processes for effectiveness. Certain processes were eliminated, automated or changed which strengthened key management indicators. Cross training was implemented which significantly decreased temporary costs and lost production time due to vacations and illness.

DERBY ASSOCIATES INTERNATIONAL, LLC, Fort Collins, CO, 1996 – 1998

Senior Accountant

Responsible for monthly financial statements for small, worldwide software development company. Functions include account reconciliation, journal entries, account analysis, financial statement preparation, budgeting, employee benefits, payroll, 401K plan administration, analysis of P & L and cash flow statements, billing, accounts payable, consolidations, and accounting computer system administration.

- Established formal budgeting process, allowing company owners to effectively plan for operational and capital growth. Process enabled department heads to measure and be accountable in managing costs and revenue.
- Negotiated and established 401K plan for employees allowing management to recruit head-to-head with bigger programming companies in highly restrictive employment market.

U S WEST, Englewood, CO, 1990 – 1996

Manager - Cost Accounting - Business Resources, Inc.

Division level responsibility for cost accounting for Fortune 50 communications company. Functions included account reconciliation and analysis on reserve accounts, journal entries, analysis of P & L and balance sheets and working with internal customers on special projects and computer systems.

- Helped establish one-day month end-closing schedule, significantly improving previous five-day close, allowing more time to be spent on analysis and financial models, which aided business decisions in fast paced industry.

Manager - Accounts Payable

At corporate level, responsible for supervising seven staff members performing accounts payables activities. Functions included account reconciliation/analysis, recommending and establishing reimbursement policies.

- Established expense reimbursement policy, which was adopted by all internal companies, decreasing amount of non-reimbursable items being paid, lowering headcount in auditing expense reports and significantly cutting reimbursement time.

Manager - State and Local Tax Audits

Corporate representative for interacting with state and local government auditors on sales and use tax audits. Functions included accumulating documentation, researching issues and preparing audit schedules. Prepared basic appeals and worked with attorneys on more complicated and/or litigated cases.

- Discovered double taxation on revenue of \$25,000 annually by local city government during audit.

Manager - State and Local Tax

Worked at corporate level with computer specialists, new product development managers and tax preparers on setting up systems, which ensured that new items were taxed and remitted correctly. Additional functions included supervision of tax return preparation and account reconciliation.

- Developed new revenue/tax reports for new computerized reporting system, which allowed tax authorities, corporate tax staff and management use common set of reports for all needs and requirements.
- Discovered error in process for reconciling tax liability accounts totaling \$500,000 in over accrued tax expense.

KORN/FERRY INTERNATIONAL, Century City, CA 1988 – 1990

Senior Staff Accountant

LOCKHEED AIR TERMINAL, Burbank, CA, 1987 – 1988

Senior Staff Accountant

KBPI and KNUS RADIO, Denver, CO, 1984 - 1987

Controller (Promoted from Internal Auditor and Accountant)

EDUCATION/CERTIFICATIONS

BS, Business Administration (Accounting), Colorado State University, Fort Collins, CO, 1983
Certified Public Accountant, Colorado, 1986

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants
Colorado Society of Certified Public Accountants (Member of Leadership Council)
Association for Accounting Administration – Colorado State Chapter President and Chapter Founder

COMMUNITY ACTIVITIES

Fort Collins Family Center – Board Member
Larimer Humane Society – Past Board Member
Shores Office Park – Past Board Member/Vice President
Greeley Irrigation Ditch Company – Past Board Member/Treasurer
Coaching Youth Sports – Baseball, Football, Soccer



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Summary: Well-organized, detail oriented, coach/mentor, team player, resourceful manager and professional with demonstrated success in:

Business Management
Cash Management
Coaching
Compensation Management
Financial Budgeting

Facilities Management
Financial Reporting
Financial Statement Analysis
HR Management
Inter-company Accounting

Organizational Development
Project Management
Recruiting
Strategic Planning

PROFESSIONAL ACHEIVEMENTS

Project Management

- Implemented less paper system to store client files to computer system, saving storage space and lost time searching for files.
- Established team and started developing online time sheet system in Access.
- Established inventory-pricing system for which resulted in over \$7 million in immediate bottom line profit. Process brought records in compliance with GAAP and provided management with accurate product costs, established basis for selling price and identified profitability per product, all essential to improved strategic planning process.
- Established expense reimbursement policy, which was adopted by all internal companies, decreasing amount of non-reimbursable items being paid, lowering headcount in auditing expense reports and significantly cutting reimbursement time.

Human Resource Administration

- Negotiated and established 401K plan for employees allowing management to recruit head-to-head with bigger programming companies in highly restrictive employment market.
- Negotiated with insurance carriers to reduce or hold costs without decreasing benefits for the employees.
- Organized and administered 125 (Cafeteria) plan.
- Directly supervised up to 10 people, including their training and development; mentoring and coaching.
- Wrote employee handbook, increasing the understanding of company guidelines while protecting the rights of the employees.
- Established system for scanning incoming resumes on to intranet, based on potential hiring positions for senior management to review online.
- Directly managed human resources for 40 employees and supervised staff that handled payroll and human resources for 200 plus employees.

Coaching and Consulting

- Improved communication between owners and staff by listening and presenting information to both sides, thus improving morale.
- Reviewed client's outstanding notes payable and found error in amortizing the note, saving client \$50,000 in payments.
- Consulted with clients in establishing their employee handbooks and other personnel issues.

Training and Development

- Purchased and installed new time and billing software, increasing program uptime and information access.
- Installed accounting software package, increasing information access.
- Developed revenue/tax reports for new computerized reporting system, which allowed tax authorities, corporate tax staff and management to use of common set of reports for all needs and requirements.

Organizational Development

- Established new chapter for a professional accounting association in the state of Colorado.
- Set-up two subsidiary companies and established inter-company relations.

Strategic Planning

- Designed and implemented departmental financial statements, allowing for analysis of true profit centers.
- Negotiated or developed new business deals to reduce operational costs.
- Evaluated accounting staff of seven and current work processes for effectiveness. Certain processes were eliminated, automated or changed which strengthened key management indicators. Cross training was implemented which significantly decreased costs for temporary personnel and lost production time due to vacations and illness.
- Established formal budgeting process, allowing company owners to effectively plan for operational and capital growth. Process enabled department heads to measure and be accountable for managing costs and revenue.
- Helped establish one-day month end-closing schedule, significantly improving previous five-day close, allowing more time to be spent on analysis and financial models, which aided business decisions in fast paced industry.
- During audit of by local city government, discovered double taxation on revenue amounting to \$25,000 in annual tax payments.
- Discovered error in process for reconciling tax liability accounts totaling \$500,000 in over-accrued tax expense.
- Established/Maintained financial statement consolidation and inter-company transactions with international subsidiary offices.
- Maintained a rolling 24-month forecast.

COMPUTER COMPETENCIES

SOFTWARE: Microsoft Office – Word/Excel/Outlook, Great Plains, FrX, CPASoftware, JD Edwards, and QuickBooks.
Experience in many more and I feel comfortable in adapting to any.

CAREER HISTORY

GGP Foothills Mall	Retail Mall	Sr. Accountant	2004 - Present
Sample & Bailey, CPAs	Certified Public Accountants	Firm Administrator	2000 – 2003
City of Louisville	City Government	Accounting Manager	2000 – 2000
LAFARGE, INC.	Construction Materials	Divisional Controller	1998 – 1999
Derby Associates International, LLC	Software Development	Senior Accountant	1996 – 1998
U S WEST	Telecommunications	Manager	1990 – 1996

Prior Employment

Korn/Ferry International	Executive Placement	Senior Accountant
Lockheed Air Terminal	Airport Management	Senior Accountant
KBPI and KNUS Radio	Broadcasting	Controller

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Greeley Irrigation Ditch Company – Past Board Member/Treasurer
Coaching Youth Sports – Baseball, Football, Soccer
Evangelical Covenant Church – Member/Volunteer