ALAN L. ROTHFUSS

401.451-2817 ✧ arothfuss@hotmail.com

FIRM ADMINISTRATOR

Financial Management ✧ Human Resources ✧ Technology ✧ Facilities Management

Accomplished Firm Administrator with expertise in all facets of professional service operations, able to prioritize tasks and deliver desired outcomes, maintain focus and follow through on commitments, listen objectively and without bias, empower others to achieve common goals, select the best options to solve problems, discard personal agendas to cooperate with team members and adapt effectively to changing priorities. Decisive, versatile and used to multitasking. Extremely competent at including the human element when assessing operations and processes.

CORE COMPETENCIES

◆ QuickBooks	◆ HR Management	◆ CPA Software
◆ Financial Statements	◆ Benefits Administration	◆ TimeSlips
◆ Accounts Receivable	◆ Recruitment	◆ General Ledger Transactions
◆ Accounts Payable	◆ Employee Relations	◆ Capital Budgets
◆ Compensation	◆ Education and Training	◆ MS Office Suite

KEY ACCOMPLISHMENTS

✓ **Identified compliance issues** regarding how the firm managed exempt employees' time off accruals, formulated a correction plan and implemented reducing the firms' exposure to FSLA penalties

✓ **Redesigned the payroll system and implemented proper accounting procedures and controls** when faced with sizable payroll tax errors

✓ **Converted time and billing functions** from a 20 year old Digital Equipment Corporation computer to a Windows based application

✓ **Authored an Employee Handbook,** received approval from an employment attorney and the partnership. Introduced it to the employees and implemented its provisions

✓ **Direct oversight of two office leasehold build-outs.** Developed plans, budgets, chaired the development committee, negotiated with the landlord and managed the vendors. Obtained a second space in an adjacent building and prepared it for occupancy by one of our departments

PROFESSIONAL EXPERIENCE

Nautic Partners LLC, Providence, RI   2010-Present
ADMINISTRATIVE MANAGER

- ◆ Effectively managed the Human Resources, Facilities, Marketing and IT Departments
- ◆ Streamlined payroll processing and Accounting functions
- ◆ Managed Open Enrollment - annual health benefit renewal options; making recommendations for benefit enhancements
- ◆ Reviewed and re-wrote job descriptions ensuring they meet compliance standards
- ◆ Managed annual performance evaluation process
- ◆ Effectively conducted Open Enrollment meetings for employees; communicate changes
- ◆ Prepare IRS 5500 Annual Return & Safe Harbor Notice for employees
- ◆ Ensure compliance with ERISA and other Federal, State and local laws related to HR
- ◆ Managed Nautic personnel policies including updating the Employee Manual
- ◆ Managed recruiting, including resume and candidate screening, background checks and new hire On Boarding

PROFESSIONAL EXPERIENCE (CONTINUED)

Nautic Partners LLC, Providence, RI (continued)   2010-Present
ADMINISTRATIVE MANAGER

- Provided effective coaching and counseling to staff and managers
- Effectively conducted exit interviews for outgoing staff
- Conduct new employee orientation
- Provide employment verification for former and current employees
- Developed and implemented Nautic Emergency Disaster Protocol including Business Resumption Planning
- Worked effectively with building management regarding safety drills and emergency preparedness
- Maintain compliance with health and safety regulations including OSHA, EPA, AHERA, HIPPAA, Health and Fire Departments, etc.
- Managed Nautic parking with building management

Gould Killian CPA Group PC, Asheville, North Carolina   2009-2010
FIRM ADMINISTRATOR
- Effectively managed firm's general accounting, reducing outstanding Accounts Payable 75%
- Updated the firm's Employee Manual and corrected the firms PTO policies for exempt employees
- Saved the firm $15,000 annually by analyzing and revising the insurance coverage for professional liability
- Added new equipment to an existing office equipment lease; negotiated better terms and saved over $5,700 annually
- Analyzed chart of accounts and implemented changes to provide more strategic reporting
- Trained and mentored a new Bookkeeper
- Effectively managed the firm's facilities

Voldal Wartelle & Company, P.S., Bellevue, Washington   1997 – 2007
FIRM ADMINISTRATOR
- Implemented and maintained HR information systems and updated employee handbook; administered personnel files, benefit programs and new employee orientation. Interpreted, implemented and enforced company policies and practices
- Directed diversity, AAP/EEO and legal compliance, administered 401(k) plan, Section 125 plan, LTD, COBRA and health insurance plans
- Managed general accounting, accounts payable, accounts receivable and financial statement preparation and analysis. Prepared cash basis financial statements for corporate tax returns
- Developed and managed operating and capital budgets, managed on-line banking operations and daily cash flow
- Managed the firm's hardware and software network upgrades
- Directed the leasehold build-outs of two offices. Developed plans, budgets, chaired the development committee, negotiated with the landlord and managed the vendors

PREVIOUS PROFESSIONAL EXPERIENCE

Landmark Medical Center, Woonsocket, Rhode Island   1992 – 1997
DIRECTOR PATIENT FINANCIAL SERVICES

The Miriam Hospital, Providence, Rhode Island   1988 – 1992
BUSINESS MANAGER – UNIVERSITY PHYSICIANS GROUP

EDUCATION

Bachelor of Science Degree, Marketing and Accounting May 1982
The University of West Florida, Pensacola, Florida

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

Professional in Human Resources *(PHR)* – 2006-2013

PROFESSIONAL REFERENCES

Deniece Branson
President
Office Administration Services
Miami, FL
oasllc@aol.com
Relation; Colleague 17 Years

Laurie Foley
Blackrock Staffing and Consulting Group
470 Atlantic Ave.
Boston, MA 02210
lfoley@blackrock-3.com
(617) 273-8382
Relation: Colleague 3 Years

Patty Fitzgerald
Manager
COM force Staffing
401 Executive Park
Asheville, NC 28801
828-254-7009
Relation; Colleague 2 Years