

Sandy M. Craig

WORK HISTORY

Fractional Controller

Amy Corsetti, CPA, Chesterfield, VA

- Review financial data, reconcile cash & cash equivalents, analyze ledger accounts, prepare financial statements
- Prepare SOP's as needed for new processes and assist other personnel as needed

Assistant Controller, Fuel Division

Petroleum Marketing Group, Inc., Woodbridge, VA

- Supervised sixteen managers and personnel for wholesale gas distribution division
- Monitored billing for wholesale gas distribution division,
- Analyzed metrics and supporting reports for audit controls and automate processes for optimum efficiency
- Produced daily bank transfers, notes receivable transactions, review and approve daily customer account drafts
- Managed monthly A/R reconciliation, collections, vendor rebates, customer incentive programs and chargebacks
- Controlled system translates for daily credit card, invoicing, EFT's and fuel load imports
- Oversaw gas station dealer changeovers, verification of system changes and paperwork

Chief Financial Manager/Controller

Mid-Atlantic Vinyl Products, Inc/Shannon Airport, Fredericksburg, VA

- Prepared financial statements, maintained multiple cash accounts for seven companies including one non-profit
- Approved procurement of large assets and purchase orders for inventory, maintenance and building projects
- Oversaw bi-weekly payable and payroll processing, commissions for sales staff, rebate programs
- Worked with all levels of management to streamline processes for internal controls and company policies
- Evaluated efficiencies with hiring, company and employee benefits, reporting, payables and collections
- Formulated annual budgets for seven companies, communicated with managers on budgets and capital projections
- Managed and trained personnel to process and maintain receivables, collections, payables, purchase orders and inventory for four locations

Accounting/Office Manager

BgNergy, LLC, Alexandria, VA

- Established requirements for company Accounting/Management system along with exploration of software vendors to fulfill needs for company system
- Created asset purchase valuation documentation for tax assessment and insurance objectives
- Formed records management system for company-wide files, correspondence, literature and inventory
- Produced procedures manual outlining internal controls, processes and reporting for Accounting and Auditing purposes
- Contributed to the assessment of pricing and transportation cost of biodiesel production and delivery
- Maintained books, payables, budget analysis and reconciliation, payroll data submittal

Tour Accounting Manager

AEG ThemeSTAR, Los Angeles, CA

- Produced monthly financial statements consolidating company-produced theatrical tours around the world
- Created and submitted weekly financial status reports for all shows to management
- Produced settlements with venues for world-wide engagements, including box office and ticketing agencies, on-site expenditures, local and foreign taxes, license royalties, etc.
- Monitored all payables submitted to corporate for all productions and developed tracking for budget analysis
- Submitted payroll for US cast and crew for world-wide engagements
- Reconciled receivables and payables for all productions, deposits, purchase card activity, expense and petty cash
- Generated appropriate billings for all US and worldwide tours
- Assisted with foreign quarterly tax returns (VAT & GST)

Senior Accountant

Robinson Export and Import Corporation (Reico), Annandale VA

- Prepared corporate financial statements, which included monitoring the import of subsidiary ledgers of accounts receivable, accounts payable and payroll
- Prepared monthly fixed entries, analyzed general ledger and balance sheet accounts and audited numerous standard and sweep bank accounts
- Assisted in preparation of annual and cycle budgets
- Supervision of three people, including staff accountants and an accounts payable clerk
- Oversaw state sales and personal use tax reporting; submit business license forms and personal property returns for all locations
- Worked with Countertop Top in off-site location to stream-line and improve reporting processes

Accounting Manager

PrimePay, Inc., Fairfax, VA

- Responsible for payables for corporate headquarters and satellite offices
- Recorded cash receipts for all offices and reconciled daily
- Handled direct debit of customer accounts for monthly payments of bills
- Worked with customers regarding various issues
- Developed communication system with staff handling specific clients
- Produced ledgers for Controller for monthly and annual corporate financial statements

Utilities Accountant

City of Manassas, Utilities Division, Manassas, VA

- Liaison between City Hall and Utilities Division of the City of Manassas
- Maintained subsidiary ledgers for Electric, Water and Sewer divisions
- Monitored and approved corresponding payables for each division and submitted to City Controller
- Produced Divisional Reports for monthly utility meetings, cash reports and special project financial status
- Worked with Prince William County on special water line project and restricted funding

Assistant and Event Controller

ProServ, Inc., Rosslyn, VA

- Produced financial statements for ProServ, ProServ Television, and other company sporting events.
- Acted as Event Controller for eight sporting events across the US (consisted of managing cash receipts on location, payment of prize money, ticket sale tracking, vendor commissions, and working with local banks).
- Supervised accounts receivable and accounts payable departments
- Coordinated fundraiser events for various company-supported charities
- Reconciled bank accounts for each sporting event, US satellite offices and ProServ Television in the US and London.

EDUCATION AND TRAINING

- Northern Virginia Community College, VA - Associates Degree in Accounting, Cum Laude
- Washington Business School
- Strayer University, VA (projected completion of Bachelor of Science in Accounting Spring of 2021)

TECHNICAL SKILLS

Proficient with

- Microsoft Office, AS400, SAP, Oracle/JD Edwards, Crystal Software
- Asset Keeper, ADP, FRX Forecaster Budget Software, QuickBooks, Professional Data Inc. (PDI), Focal Point, Sage 100/MAS90, Business Intelligence Software, Qlik / Kalibrate, DTN