



Experience

NPR/PBS – Director of Finance (Consultant), Miami & Orlando, FL

May 2020 - Present

- Manage and coach a staff of two Staff Accountants
- Provide financial expertise to operating management and interact with senior management
- Oversee maintenance of internal accounting records and responsible for preparing timely area management and board reports
- Manage the forecast process, budget for the region including review and validation
- Analyze financial information to prepare financial statements for one TV and two Radio stations
- Review balance sheet, P&L and other reports to summarize and interpret current and projected financial position
- Oversees all accounts, ledgers, and financial reporting systems, ensuring compliance with appropriate GAAP/SOX standards
- Implemented MIP database system
- Manage all financials and internal controls
- Manage all HR/Payroll functions

SINCLAIR BROADCAST GROUP – Controller, Seattle, WA

April 2016 – May 2020

- Provide critical leadership, coaching and mentoring to the six members of the accounting, payroll and human resources teams
- Compile and analyze financial information to prepare financial statements for three TV and four Radio stations
- Oversees all accounts, ledgers, and financial reporting systems, ensuring compliance with appropriate GAAP/SOX standards
- Manage the forecast process, budget for the region including review and validation
- Complete comprehensive month end close by the 5th business day for multiple entities
- Review balance sheet, P&L and other reports to summarize and interpret current and projected financial position
- Provide financial expertise to operating management and interact with senior management
- Analyze and communicate actual variances between budget, forecast, and historical performance
- Managed employee matters, onboarding, payroll
- Lead the development and oversight of operating and capital budgets; administers and reviews all financial plans and compares to actual results with a view to identify, explain, and correct variances as appropriate
- Development, analysis, and interpretation of statistical and accounting information to appraise operating results in terms of profitability and performance against budget
- Manage all financials and internal controls

HMS HOST – Controller (Consultant), Seattle, WA

April 2015 – April 2016

- Manage and coach a staff of two Staff Accountants, four Accounting Clerks and five cash room personnel
- Manage the preparation and transmission of the branch accounting information, i.e.; sales, payroll, accruals, inventories, etc.
- Oversee maintenance of internal accounting records and responsible for preparing timely area management and corporate reports
- Manage the forecast process, budget for the region including review and validation
- Implemented NetSuite database system, had system running in 2 months
- Audited disorganized books for three companies in the acquiring phase
- Analyze and communicate actual variances between budget, forecast, and historical performance

COMCAST – Manager FP&A, Jacksonville & Miami, FL

June 2011 – February 2015

- Manage and coach a staff of two Finance Analyst
- Manage day-to-day financial operations for three geographic locations with a focus on maximizing cash flow
- Provide revenue/expenditure forecasts with supplemental monthly variance analysis to senior management
- Analyze and report revenue by product to track performance against budget and forecast
- Implementation, analysis and management of CRM and Oracle R12
- Analyze and communicate actual variances between budget, forecast, and historical performance in Hyperion
- Drive profitable growth by improving visibility, forecasting, consolidation and analysis of results and key metrics
- Provide analytical support and relevant data to different areas of the company for ad hoc analysis



FOX SPORTS - Financial Manager, Miami & Orlando, FL

March 2008 - May 2011

- Managed monthly financial close, production report, team rights summary, reconciliation and variance explanations
- Consolidated and reconciled monthly results and budgets
- Cognos and Wide Orbit implementation, reporting and analysis
- Identifies variances in revenue performance vs. forecast and leads analysis to determine need for strategic or tactical changes
- Manage payables by reviewing invoice coding, approving new vendors and managing purchase order system

TIME WARNER CABLE - Marketing Business Manager, Orlando, FL

November 1999 - March 2008

- Manage and coach a staff of one Marketing coordinator and two Marketing Analyst
- Translates business needs into analysis designs providing insight knowledge, and understanding of customers and products
- Develop financial models in designing packaging and pricing to ensure competitive position in the market
- Develop English/Spanish collateral materials in support of sales channels and other regional/market efforts
- Manage the key business inputs of selection, price and promotion to achieve our sales and margin targets
- Analyzed subscriber numbers and packages and revenue to determine performance compared to budget

DISNEY CRUISE LINE - Sr. Staff Accountant, Orlando, FL

August 1996 - November 1999

- Developed and presented Annual Operating Plan and Quarterly Forecast for Disney's Private Bahamian Island
- Process bi-weekly payroll 1,900 shipboard and Bahamian Island cast members
- Critically reviews and analyzes payroll, benefit and tax procedures leading to best practice operation
- Implemented the PeopleSoft payroll system for shipboard employees

ROYAL CARIBBEAN CRUISE LINE - Staff Accountant, Miami, FL

May 1990 - August 1996

- Analyzed and maintained port, fuel and marine charges for five cruise ships
- Administered bi-weekly payroll for 7,500 crewmembers and Bahamian Island employees
- Develops and provides key payroll metrics and reports to manage

Education

Florida International University

1992

- Minor in Economics
- Bachelor of Science in Accounting

Skills

- Acumatica, ADP, AS400, Blackline, BOSS, Cognos, Essbase, Great Plains, Hyperion/SmartView, IBM TM1, Jira, JD Edwards, Micros, MIP, Microsoft Office, MIP, NetSuite, Oracle, Paychex, PALAS, PeopleSoft, Salesforce, Tableau, QuickBooks, Wide Orbit, Yardi
- Fluent in English, Spanish and French