

Sarah M. Smartwoman, CPA, CFE

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Financial Controller ♦ Chief Financial Officer ♦ Director of Finance

Solution and results oriented, multi-faceted Senior Finance Executive, extensively experienced in administration of trust finances and independent audit procedures as well as all aspects of budget development, monitoring and accounting processes. Committed to constant and never-ending improvement and efficiency, with high levels of personal and professional integrity. Offering demonstrated experience in ability to lead teams, forecast trends and achieve top caliber accuracy through due diligence, analysis, accountability and financial controls. Expertise includes:

- ✓ Accounting Policies & Procedures
- ✓ Trust Financials
- ✓ Staff Training & Development
- ✓ Regulatory Compliance
- ✓ Budget Creation & Monitoring
- ✓ Financial Statements & Management Reporting
- ✓ Cost Analysis
- ✓ Technology Conversion

PROFESSIONAL HISTORY

Probate Trustee - *Sometown, CA*

Financial Controller

2000 - Present

Executive with complete responsibility in administering trust finances and annual independent audit for high-volume probate administration agency

- ♦ Compile monthly trust and expense financial statements and reports
- ♦ Selected to create and monitor Annual Budget
 - Resourcefully prevented court from receiving "qualified" audit opinion at annual audit due to small size of operation by researching technical support
 - Secured updated Pronouncement information which related not only to her office but to other offices nationwide, resulting in clean audit
- ♦ Created and implemented system conversion resulting in framework for monthly accounting cycle, from detail process of posting source documents to production of monthly accounting reports
 - Created and update accounting handbook for procedures
- ♦ Administer payroll and benefits plan
- ♦ Researched telecommunications cost analysis and implemented new office and mobile plans, reducing annual billing by 52% (more than \$7,900) in period of six years (2000-2006)

Agriculture, Incorporated - *Main Town, CA*

Controller

1999 - 2000

Agricultural entity established in 1960, enjoys annual revenue of approximately \$20,000,000 and employs staff of 65, with three subsidiaries

- ♦ Compiled financial statements for three companies
- ♦ Researched, contracted and implemented integrated Year 2000-ready Unix-based accounting software program in challenging environment; performed system functions for new network
- ♦ Supervised staff of five (payroll, accounts receivable, two temporary clerks)
- ♦ Streamlined office and accounting procedures
- ♦ Performed telecommunications cost analysis, implemented expense savings plan

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PROFESSIONAL HISTORY (continued)

Real Estate Investments Unlimited - *Sometown, CA*

Treasurer and General Manager

1988 - 1999

Closely held company specializing in real estate investments

- ◆ Compiled financial statements, maintained General Ledger, prepared monthly bank account reconciliations utilizing QuickBooks Pro
- ◆ Managed all accounting and planning responsibilities for rental units
- ◆ Originated, accounted for and negotiated settlements of real estate loans
 - Completed various accounting projects as assigned
- ◆ Coordinated sale of corporate assets, including retail business (laundromat), land development, residential and commercial real estate holdings
- ◆ Oversaw investment management

Smith & Smith, LLP - *Bigtown, CA*

Accountant and Auditor

1986 - 1988

Big 4 Global Accounting Firm focusing on high tech, education, health care, manufacturing and entertainment industries

- ◆ Planned, organized and conducted financial, operational and compliance audits for company which required ability to make rapid shifts from one industry to another
- ◆ Documented accounting and reporting systems, addressed internal controls
- ◆ Analyzed financial data and statements, prepared annual reports
 - Issued management letters recommending improvements
 - Rapidly acquired and incorporated knowledge regarding litigation, working with multiple types of individuals and teams, including for-profits and non-profits

LICENSURE and CERTIFICATIONS

- ✓ Certified Fraud Examiner (renews 5/13)
- ✓ Certified in Financial Forensics (renews 9/13)
- ✓ Certified Public Accountant (renews 12/12)
- ✓ Licensed Real Estate Broker (renews 10/12)

EDUCATION and ADVANCED TRAINING

Bachelor of Arts Degree - Economics, Major University, Anytown, CA

and

Multiple Continuing Education Training Programs, Including:

Fraud Examination for Managers (2012)

Forensic Technology Options & Methodologies (2011)

Using ACFE Report to the Nation to Enhance Your Anti-Fraud Efforts (2011)

Trust Funds (2010)

Risk Management (2010)

Getting Things Done Workflow Seminar (2009)

Gathering and Analyzing Information (2009)

Fair Housing (2009)