Experience Summary

|  |  |
| --- | --- |
| 16 | Years of experience |
|  |  |

Areas of Expertise

Accounting

Fixed Assets

Oracle

Peoplesoft

Key Training/Certifications

Certified Public Accountant

Education

Bachelor of Science in Accounting in Managerial Accounting, Florida State University, 2006

Geoff Reinhart

Billing/Invoice Analyst



I am an experienced CPA with both public and private sector experience. I enjoy using my extensive accounting & Finance background to actively apply the technical and leadership skills I developed throughout my career. My current and past managers have described me as hardworking, motivated, and energetic. They strongly value my ability to work closely with clientele and colleagues, effectively manage staff members and deliver accurate, timely and quality work. My professional experience has taught me to excel in a fast paced, never static environment both efficiently and effectively. I am highly proficient in Excel and enjoy using these skills, among others, to elevate and improve all aspects of the position by always seeking out efficiencies and process improvements.

**Relevant Experience:**

Senior Finance Manager

****Tetra Tech, Inc., Orlando, FL January 2021 – Present****

* Oversee the finances for all Debris-related projects.
* Responsible for hiring, training, and managing a team of auditors for our highest profile client.
* Responsible for ensuring all invoices are delivered to clients and are both timely and accurate.
* Act as the liaison between Operations and the Accounting department.
* Ensure all projects GAAP compliant as well as adhere to our corporate guidelines.
* Perform extensive quarterly review of all larger projects as well as forecasting the costs through completion for these projects.
* Perform a monthly CSR review and present findings to upper management.
* Perform ad-hoc projects as requested.

Internal Audit Manager

****Tetra Tech, | (May 2019 – January 2021)****

* Oversee multiple full-cycle Quality Control audits from the planning stage through invoicing.
* Lead and manage the largest invoice quality control teams in the Maitland office.
* Reduced the error rate from 22% to 14% in approximately 3 months.
* Designed multiple analytical reports to track errors and report pin-point areas of high risk.
* Responsible for creating and communicating status updates, risks, mitigation plans and accomplishments to project managers.
* Manage the confirmation process for various clients.
* Document audit procedures and report the results of monthly audits.
* Work closely with various departments to ensure accurate and timely invoice approval.
* Reduced invoice time from approximately 60 days to approximately 35 days after the Billing Period close.

Billing and Invoice Analyst (April 2019 - Present)

****Tetra Tech | Orlando, FL****

* Responsible for reconciling contractor invoices for debris removal and corresponding services. Ensured contractor invoice payment packages were submitted to the client in a timely manner.
* Performed QA/QC on data points required for payment recommendation
* Managed team of analysts to ensure QA/QC processes were performed accurately and efficiently
* Verified FEMA guidelines for debris removal were met

Audit Senior (July 2018 to April 2019)

****Forehand & Associates | PA - Orlando, FL****

* Oversee multiple full-cycle financial statement audits and reviews from the planning stage through issuance.
* Financial Statement preparation for all assigned engagements, including Income Statement, Balance Sheet, Statement of Cash Flow, Disclosures & Supplementary Information required by the users of the Financial Statements.
* Design and perform analytical procedures/analysis to detect unusual financial statement relationships.
* Perform internal control analysis and substantive procedures. Identify and communicate accounting and auditing matters to managers and partners.
* Identify and communicate accounting and auditing matters to managers and partners.
* Propose adjusting journal entries and discuss audit findings with key management and / or owners.
* Document audit procedures and cross reference work papers.
* Key role in launching two firm-wide software implementation projects.

Accounting Manager (January 2017 to July 2018)

****Lowndes, Drosdick, Doster, Kantor & Reed, PA | Orlando, FL****

* Lead and manage five of the Firm's ten Finance professionals, including selection/hiring, delegation of duties, performance management, development, and training with indirect oversight of the remaining five members.
* Responsible for overseeing all aspects of the month-end and year-end close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
* Review all Operating account disbursements on a weekly basis prior to sending to the Admin. Committee for approval.
* Perform analytical procedures/analysis on the preliminary financial statements prior to close.
* Complete oversight and preparation of the annual budget.
* Prepare the monthly and quarterly Board of Directors reporting package.
* Prepare the weekly financial cash forecast.
* Ongoing assessment of current controls to ensure accuracy of financial reporting and develop controls as needed.
* Manage and lead special projects and prepare ad-hoc reports as needed.
* Oversight and management of the Firm's new Accounts Payable application as well as the implementation of the Trust Reserve feature and Direct Deposit program for employee Expense Reimbursements.

Assistant Controller (May 2016 to December 2016)

Transaction Data Systems | Orlando, FL

* Oversee all aspects of month-end close for parent company and three subsidiaries.
* Prepare GAAP & Proforma Financial Statement Reporting Package, including Income Statements, Balance Sheets, Statements of Cash Flow, Key performance Indicator Reports, Quality of Earnings Reports, and various Ad Hoc reports as needed.
* Review the work completed by the Parent Company's Accounting Manager & subsidiary's controller, including the monthly reconciliation package and all journal entries.
* Perform analytical procedures/analysis on the financial statements.
* Assist in the preparation of the annual budget using key assumptions and prior year knowledge.
* Prepare monthly and quarterly financial update presentations for the Board of Directors.
* Prepare weekly financial snapshots for the CEO & Controller.
* Manage the needs of the external auditors to ensure the process is as efficient and effective as possible.

Staff Auditor II (April 2014 to May 2016)

EY | Orlando, FL

* Conduct comprehensive financial audits and agreed-upon procedures.
* Perform analytical procedures/analysis to detect unusual financial statement relationships.
* Perform internal control and substantive procedures. Identify and communicate accounting and auditing matters to seniors and managers.
* Propose adjusting journal entries and discuss audit findings with clients. Identify and communicate accounting and auditing matters to seniors and managers.
* Prepare PBC lists and confirmation requests.
* Document audit procedures and cross reference work papers.
* Create management representation letter comments and recommendations and draft audit reports for management review.

Lead Staff Accountant (December 2007 to March 2014)

Stanton & Gasdick, PA | Orlando, FL

* Oversee firm-wide accounting including the daily activities of three staff accountants.
* Personally manage seven timeshare escrow accounts and oversee all postings.
* Responsible for month-end General Ledger review and adjustments as well as yearly 1099 preparations.
* Oversee Accounts Payable and Accounts Receivable as well as firm-wide billing.
* Ensure all trust accounts follow Florida's trust account guidelines.
* Simultaneously complete timeshare funding as well as firm-wide incoming and outgoing wires.