

# ANGELA MAXIE

## DIRECTOR OF FINANCE & ACCOUNTING | CONTROLLER

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- Strategic finance leader with 15+ years of expertise in accounting operations, audit readiness, and cross-functional financial reporting, implementing scalable systems and controls that elevate compliance and operational integrity across multi-entity environments.
- Adept at leading high-performing accounting teams while overseeing general ledger, payroll, tax compliance, accounts payable, and treasury, delivering timely and accurate reporting to support executive decision-making and long-term financial planning.
- Proven track record in enhancing financial governance through rigorous month-end close processes, external audit coordination, internal control development, and continuous process improvement initiatives that drive efficiency and financial accountability.

### AREAS OF EXPERTISE

Financial Reporting | General Ledger Management | Month-End Close | Accounts Payable (AP) | Accounts Receivable (AR) | Audit Preparation | GAAP Compliance | Treasury Management | Cash Flow Forecasting | Internal Controls | Payroll Administration | Tax Compliance | Fixed Asset Accounting | Budgeting & Forecasting | Variance Analysis | Financial Systems Implementation | Process Improvement | Financial Statement Analysis | Expense Management | ERP Systems | Bank Reconciliations | Project Management | Team Management | Financial Compliance

### CAREER HIGHLIGHTS

- **Implemented a streamlined electronic documentation process** at Lenny's for expenditure approvals and invoices, ensuring accurate categorization, audit readiness, and secure, centralized access to financial records.
- **Developed customized financial reports** at Interstate Blood Bank to evaluate blood processing value, location-based retrieval costs, and receivables turnaround, enabling greater visibility into operational efficiency and profitability across donation centers.
- **Enforced stricter expense submission deadlines and approval processes** at Lenny's, enhancing month-end close efficiency and ensuring timely, accurate financial reporting through improved accountability and streamlined expense management.
- **Contributed to EnSafe's major software transition** by testing, providing feedback, and helping shift from manual, paper-based processes to streamlined, cloud-based digital workflows, significantly improving data management and operational efficiency.
- **Recognized at EnSafe as the go-to trainer for implementing cross-functional training programs** that enabled seamless staff coverage during absences, enhanced team flexibility, and improved employee satisfaction through efficient workflow.

### PROFESSIONAL EXPERIENCE

#### LENNY'S HOLDINGS, LLC (LENNY'S GRILLS & SUBS), Memphis, TN

##### Accounting Manager

2020 to Present

Manage and supervise daily financial operations across Accounts Receivable, Accounts Payable, Fixed Assets, General Ledger, and Treasury for 62 locations, overseeing monthly payroll exceeding \$150K and operational expenses ranging from \$250K to \$275K.

- Perform comprehensive month-end close activities, including preparing journal entries, reconciling general ledger accounts, and analyzing balance sheet and income statement data to ensure financial accuracy, regulatory compliance, and timely reporting.
- Establish and maintain internal financial reporting systems, delivering accurate monthly reports to both Headquarters and the Management Team to support strategic decision-making, performance tracking, and financial transparency.
- Reconcile bank accounts daily, authorize weekly check runs, upload EFT files to the bank, and process monthly corporate credit card billing to maintain accurate cash flow records and ensure timely, compliant transactions.
- Coordinate and communicate continuously with external auditors to ensure thorough financial verification, improve audit documentation and processes, and successfully close the annual audit while supporting multiple brands across the company.
- Conduct bi-weekly payroll reviews and enter corresponding journal entries into the accounting system while calculating employee vacation and bonus accruals to ensure accurate financial reporting and compliance with compensation policies.
- Establish and implement departmental goals, objectives, and operating procedures while mentoring and training accounting staff to improve team performance, ensure consistent process adherence, and drive continuous improvement within the finance function.
- Process monthly sales and use tax returns and ensure compliance with all government reporting requirements, including property tax, payroll tax, business licensing, and annual filings, to maintain regulatory adherence and support audit readiness.
- Track and code AP invoices, process employee expense reports in Certify, enforce company travel policies, and maintain the corporate gift card program to support accurate expense management and ensure policy compliance.

## **INTERSTATE BLOOD BANK, INC., Memphis, TN**

### **Senior Accounting Manager | Assistant to Controller**

**2016 to 2020**

Served as the primary support for the Controller, assisting in all aspects of the accounting and finance department, including payroll, general ledger, and financial reporting, to ensure the accuracy and timely delivery of financial management reports.

- Supported financial performance analysis by collecting and reporting key data that clarified expense trends, surfaced overlooked costs, and informed leadership decisions to better align forecasts with actual business conditions.
- Coordinated and processed data for month-end and year-end reporting, prepared accruals and schedules, and submitted internal, external, and ad hoc financial reports to support accurate monthly statements and audit readiness.
- Maintained accuracy and consistency across bank reconciliations, accounts payable, accounts receivable, and the general ledger, while assisting in the preparation and on-time submission of financial reports for decision support.
- Delivered value-added ad hoc reports, in-depth analysis, and technical research to support actionable insights for management, while fulfilling additional responsibilities to meet evolving departmental needs.
- Served as the main point of contact for accounting inquiries, collaborating with internal staff and management and liaising with external stakeholders, including banks, brokers, carriers, former employees, and the public, to resolve financial matters.
- Provided clear, comprehensive financial documentation to auditors, explaining expenditures, timing, and receivables across departments to accurately represent the brand's financial position during the audit process.

## **ENSAFE, INC., Memphis, TN**

### **Senior Accountant | Accounts Payable Manager**

**2008 to 2016**

Led an accounting team of 10 and managed relationships with 200+ vendors nationwide, including government-approved and environmental suppliers, while overseeing complex financial operations across multiple sites in the environmental sector.

- Supervised AP staff and oversaw end-to-end vendor invoice processing, including reviewing, coding, and posting invoices, while ensuring timely transaction flow and accurate reporting to support efficient operations and vendor satisfaction.
- Managed electronic employee expense reports by reviewing, processing, and issuing reimbursements, and supervised weekly vendor and expense check runs, including manual, ACH, and wire payments, to ensure financial accuracy and control.
- Supported the CFO, Controller, and senior management with financial analysis, strategic initiatives, and ad hoc projects, while serving as the Accounts Payable liaison to ensure adherence to accounting policies, procedures, and internal controls.
- Maintained strong cross-functional relationships with business stakeholders to ensure AP implications were fully understood for each transaction, improving accuracy, communication, and timeliness across departments.
- Served as the primary liaison with external auditors for bank and annual audits by coordinating the timely submission of accurate financial documentation and ensuring full compliance with audit requirements and standards.
- Resolved account discrepancies, reconciled AP and general ledger activity, supported month-end and annual closes, and prepared vendor accruals while providing detailed analytics on financial transactions and general ledger accounts.
- Monitored and evaluated team performance, provided training on workflow and system requirements, and served as the lead trainer and backup for payroll, accounts receivable, and expense reporting functions.

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## **ADDITIONAL EXPERIENCE**

**Accounts Receivable Accountant | Payroll Accountant | Accounting Clerk • ENSAFE, INC., Memphis, TN**

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## **EDUCATION**

**Associate's Degree in Accounting • Strayer University • Washington, DC**

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## **CERTIFICATIONS AND TRAINING**

**Certificate in Business Administration • Strayer University**

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## **TECHNICAL SKILLS**

Microsoft Dynamics Great Plains | Paylocity | Certify | BST Enterprise Project Management Software | Microsoft Office Suite | Management Reporter | ADP Payroll | ReportSmith