

Catherine Olvera, MBA, CPA (in-progress)
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Professional Summary

Skilled accountant with 20+ years of experience in companies with all aspects of reporting, general accounting, auditing, financial reporting, strategic planning and extensive experience with cost accounting and percentage of completion in a manufacturing & construction environment, as well as all aspects of accounts receivable and payable, and payroll.

Skills

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| <input type="checkbox"/> Proficient in Microsoft Office | <input type="checkbox"/> Client assessment and analysis |
| <input type="checkbox"/> Extremely Organized | <input type="checkbox"/> Staff development |
| <input type="checkbox"/> Self-Motivated | <input type="checkbox"/> Team Leadership |
| <input type="checkbox"/> Achieve Results | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Budgeting & Finance | <input type="checkbox"/> Financial & Data Analysis |
| <input type="checkbox"/> Cost Accounting | <input type="checkbox"/> Cash Management |
| <input type="checkbox"/> Percentage of Completion Accounting | |
| <input type="checkbox"/> Notary Public | |

Languages

English and Spanish

Work History

Controller, Texas Region 03/2021 to 04/2022

National Fire & Safety, Inc – Multiple Texas Locations

- ☐ Assisted with the growth through acquisition in Texas from 1 established company to 8 companies between May 2021-December 2021. A growth in revenue from \$10M to over \$50M+ annually
- ☐ Responsible for accounting teams and financial activities across all 8 Texas companies
- ☐ Drove month end close processes which included, monitoring controls and accounts, processing journals, analytical review and communication with multiple lines of business and product controls teams
- ☐ Prepared, consolidated, & provided the Texas financial reporting to corporate monthly
- ☐ Ability to work effectively with all levels in the organization
- ☐ Influence, motivate and develop team members in areas of responsibility in order to maximize their contribution to the team, organization and their own professional development.
- ☐ Partner with the functional managers to support them in cost control management
- ☐ Manage the activities of accounting personnel to ensure adherence to corporate financial and accounting policies and principles
- ☐ Control financial activities, including budget development, payroll, billing, accounts payable and receivables
- ☐ Partner with Corporate Controller and other Controllers to ensure an optimal month end close and resolve issues
- ☐ Worked with Finance/Accounting/IT teams to ensure integration of systems for acquisitions, including Sage 300 CRE & Salesforce
- ☐ Assisted with PPA and OBS recordings for acquisitions
- ☐ Obtained, reviewed, and managed all documentations required during the M&A due diligence process
- ☐ Built relationships with owners/management of acquired companies to facilitate a successful M&A integration
- ☐ Brief business managers in the interpretation of financial data in preparation for monthly business reviews with CEO and CFO on regional financial performance and forecast results

Controller, Corporate Accounting & Financial Reporting 01/2020 to 02/2021

National Fire & Safety, Inc – Denver, CO

- ☐ Recruited by and reported directly to the Chief Financial Officer
- ☐ Prepare, examine, and analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, proper cost accounting, and conformance to reporting and procedural standards.
- ☐ Responsible for the preparation of cash flow reports for top management use, identify and evaluate variances with other departments to forecast timing and amount of future cash flows
- ☐ Prepared consolidated balance sheets, profit and loss statements, and cash flow statements for 3 independent

companies across Texas, Arizona, and Colorado

- Prepared Quarterly and Annual financial reporting deliverables, including financial statements and management discussion and analysis
- Managed and supported all internal and external audit requirements and ensure that all actions completed on time
- Managed reporting procedures to comply with internal control requirements
- Managed the timeline and collection of the information required from various teams across the organization
- Involved in the preparation of budgets and forecasting as well as variance analysis
- Assist with M&A due diligence and integration, as needed
- Assist in preparation of debt covenants and respond to compliance questions

Corporate Controller, 01/2019 to 11/2019

Falcon Steel America, LLC – Haltom City, TX

- Company Closed
- Recruited by and reported directly to Chief Financial Officer
- Managed the Accounting and Finance Department, including Inventory Management
- Prepare, examine, and analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, proper cost accounting, and conformance to reporting and procedural standards.
- Responsible for the preparation of cash flow reports for top management use, identify and evaluate variances with other departments to forecast timing and amount of future cash flows
- Responsible for the proper reconciliation of cash application and disbursements, including but not limited to the adherence to company policies and procedures as well proposals for cash management improvements
- Audit support (internal and external)
- Assist with physical inventory and cycle counts; investigated variances and provided recommendation to resolving issues
- Managed accounting operations including accounting close, internal reporting, journal entries review and approvals, and account reconciliations
- Worked with Plant Managers to maintain inventory levels that would generate high levels of customer service/fabrication, and avoid excessive inventory that could absorb cash/losses

Project Controller, 01/2018 to 01/2019

Schneider Electric Buildings Americas, Inc. – Colorado Springs, CO

- Work with Sales and Project teams for costing of new product and services
- Maintain efficiency and cost control over projects
- Support Project Teams in collection and validation of financial information related to cost measurements, customer billings, accounts payable, and payroll entries
- Work closely with Directors and Project Managers to ensure all budgeting, scheduling and coordination processes run smooth, within the confines of set deadlines and budget limitation, and provide progress reports to Directors
- Provide suggestions, as needed, for improvements to project operations such as staffing needs, scope adjustments, schedule changes, etc.

Controller, 01/2014 to 12/2017

Schneider Electric USA, Inc. – Carrollton, TX

- Responsible for the full accounting activities of 21+ locations across the US
- Prepare, examine, and analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, proper cost accounting, and conformance to reporting and procedural standards.
- Responsible for maintaining and reconciling General Ledger Accounts and subsidiary ledgers
- Assist with internal and external audits
- Process owner for organization internal controls
- Lead a team of 2 internal staff accountants and 6 external Accounts Receivable/Payable Clerks and Intercompany team
- Interview, hire, train, mentor, evaluate, and manage personnel in accordance with company policies
- Implement process improvements to ensure adequate recording in the General Ledger, to keep organization in compliance with Sarbanes-Oxley

- Maintain company licensing information and bonding requirements
- Responsible for payroll activities, which includes but not limited to, payroll processing, payroll system updates, certified payroll, prevailing wage, and union dues.
- Partner with Human Resources and Benefits departments to maintain compliance
- Research, update, and respond to all inquiries or required materials needed from firm and external agencies
- Prepare and analyze monthly, quarterly, and annual reports and ensure financial information has been recorded and presented accurately
- Responsible for developing comprehensive monthly financial reporting package sent to management and parent company

Senior Accountant, 01/2010 to 12/2013

Schneider Buildings Americas, Inc. – Carrollton, TX

- Responsible for the full accounting activities of 19 locations across the US
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
- Performed initial assessment of monthly expense variances and provided actionable explanation to management
- Financial Reporting in compliance with IFRS and US GAAP rules
- Assisted in the implementation of an automatic payroll process, which eliminated led time by 50%, and decreased support function cost
- Reconstructed general and subsidiary accounting ledgers
- Accuracy and daily work for project accounting activities
- Financial and profitability analysis
- Participated in bank relationships and lines of credit
- Developed and monitored operation cost and matrix such as labor, material, and overhead
- Performed post-mortem analysis on budget to actual variances
- Coordinated with purchasing on new capital spending proposals

Accounts Payable and Receivable Team Leader, 12/2000 to 12/2009

Schneider Buildings Americas, Inc. – Carrollton, TX

- Responsible for the timely processing and recording of Accounts Payable, Accounts Receivable including billings, collections, cash receipts, and vendor payables for 15 locations across the US and Puerto Rico
- Led team of 5 accounts payable and accounts receivable clerks, including reception area
- Assisted in the implementation of an EDI process of our larger vendor, which resulted in 45% performance improvement, and 20% cost reduction
- Created accounts receivable and payable reporting enhancements and reconciliation procedures
- Implemented AR/AP Metric communicating performance of key process indicators, resulting in days to apply cash from 3 to 0 days, and vendor invoice processing increase of 12%
- Developed an automated cash process resulting in the omission of errors in customer cash application by almost 100%
- Achieved paperless invoice processing, and filing, which reduced days outstanding by approximately 10 days
- Assisted in the automation of time and entertainment expense submission which improved timely reimbursement, eliminated paper waste, reduced cost, and increased employee satisfaction

Education

Master of Business Administration: 10/2016 (3.8 GPA)

University of Phoenix – Dallas, TX

Further developed managerial skills needed in a face-paced environment and enhanced decision-making skills to better solve complex problems in a business environment using business-analytic.

Bachelor of Science: Accounting: 12/2014

University of Texas at Dallas – Richardson, TX

Identified, measured, and communicated information to assist in making informed decisions through team-work and problem-solving skills, and learned how to apply accounting concepts to all aspects of an organization using generally accepted accounting principles.

Associate of Science: Business: 12/2012

Brookhaven Community College – Farmers Branch, TX

Developed skills in communication, time management, problem solving, decision making and team work through studies in business strategies, management styles, business administration, marketing strategies, and financial management

Affiliations

Member, American Institute of Professional Bookkeepers (2017-Present)

Additional Information

- References available upon request