**Curtis Campbell**

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Annapolis, MD 21401

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**Independent Bookkeeping and Accounting Consultant**

A dedicated Management Accountant and Office Administrator with 20+ years of diverse experience in Accounting Office Management, Budgeting, Timekeeping and Payroll, Internal and External Reporting, HR and Purchasing. Skilled in working in both business and non-profit environments. Proven ability to manage and lead change, especially in the areas of accounting software implementation projects and creation of organizational policy and procedural manuals. **Areas of expertise include:**

 ▫ Full Cycle Accounting ▫ Software Implementation ▫ Policy & Procedure Documentation

 ▫ Audit Support ▫ Restoration of Best Practice ▫ Major Reorganization Projects

**Professional Experience**

**Curtis Campbell, Bookkeeping and Accounting Services, Annapolis, MD**

Self employed bookkeeping and accounting contractor working mostly with non-profit organizations.

**Owner – 11/2008 to Present**

Responsible for complete accounting functions from source documents through financial statement preparation, audit prep and fieldwork support, payroll, insurance, and benefit program administration.

**Current clients include:**

Distance Education and Accreditation Commission – Washington DC 8/2016 to present

PHIT America Foundation & PHIT America – Washington DC 2/2016 to present

Accrediting Council for Continuing Education & Training – Washington DC 11/2018 to present

Spatial Systems Associates – Columbia MD 11/2019 to present

Chesapeake Conservancy, Annapolis MD

The Chesapeake Conservancy is a team of conservation entrepreneurs. They believe that the Chesapeake is a national treasure that should be accessible for everyone and a place where wildlife can thrive. They use technology to enhance the pace and quality of conservation, and help build parks, trails and public access sites.

**Controller – 11/2018 to 9/2019**

Served as Controller for the organization. Responsible for all financial transaction entry and reconciliations and preparation of monthly financial reports. Dealt heavily with government contracts and grants and the associated reporting to the grant source.

**Sports & Fitness Industry Association, Silver Spring, MD**

The SFIA is a national membership association which represents manufacturers, distributors, and affiliate organizations in the sports and fitness industry. Organizations such as Nike, UnderArmour, Spalding, and Adidas count on the SFIA to provide the industry with critical support and information to maintain the health of the industry.

**Director of Administration and Finance – 2/2016 to 11/2018**

Responsible for management of the financial and administrative functions of the organization. Managed transition from an online accounting system which was insufficient to the needs of the organization back to a better suited desktop suite.

**Golden Queen Mining Company LLC, Mojave, CA**

Golden Queen is the first new gold mining operation to be permitted in the State of California in over 80 years. GQ has now completed a 110-million-dollar construction project to build a new gold and silver mine in the Mojave Desert of California and is in full operation.

**Manager of Administration – 5/2014 to 2/2016**

Starting as Manager of Accounting and was promoted to the management of the Administration Department, where I managed Accounting, Human Resources, Purchasing/Warehouse, and IT departments. Successfully implemented Microsoft Dynamics GP for overall project and operational accounting, created new chart of accounts, accounting processes, and accounting and administrative policies and procedures. Recruited, hired and trained accounting staff of 3. Took the total organization from 4 employees to over 100 at time of my departure.

**Eurasia Foundation, Washington, DC**

Eurasia is a nonprofit organization working to further societal and governmental reform in the Former Soviet States, as well as the Middle East and China. Created with the efforts of former Secretaries of State James Baker and Madeline Albright, this is one of the leading organizations in implementing US Government foreign policy objectives.

**Accounting Manager – 9/2011 to 5/2014**

Responsible for the accounting functions from source document entry to financial statement preparation and audit coordination. During this time, I managed two accounting software transitions, from an outdated Sun Systems implementation to QuickBooks Enterprise edition as a temporary measure, then to a grants management and accounting package (GMSME), as a final solution for organizational accounting needs. I also successfully completed three AS133 audit cycles with no significant findings.

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**Contract Accountant – 7/2009 to 5/2014**

Performed duties of Contract Accountant (as a second job, concurrent with fulltime positions) focusing primarily on accounts payable, accounts receivable, and banking.

**Maryland Province of the Society of Jesus (The Jesuits), Towson, MD**

The Maryland Province Jesuits is the administrative arm of the Jesuit Order in the Eastern United States. It provides administrative and logistical support for Jesuit Fathers as well as the organizations they work with.

**Accounting Manager – 11/2008 to 9/2011**

Responsible for the accounting functions from source document entry to financial statement preparation and audit coordination. During my time there, I managed a complete overhaul of the operating structure, implementing the change from one comingled checking account and investment portfolio, to six separate operating units each with discrete checking and investment portfolios. Created a new Accounting Manual for the organization, as the former Accounting Manual was extremely outdated.

**Rio Tinto Minerals, Boron, CA**

Rio Tinto Minerals is the industrial minerals division of Rio Tinto Mining, one of the world’s largest multinational extractive industrial companies. The Boron, California operation is the world’s largest borax mine, producing a majority of the refined borates used in one form or another in nearly every industry.

**Accountant II – 7/1997 to 4/2008**

Started as Senior Accounting Clerk, and later promoted to General Accountant, responsible for general ledger and cost accounting functions at the mine site location with an average eighteen million dollars per month spend. Achieved estimated cost savings of $160,000 by creating a spreadsheet solution linked to the live Kronos timekeeping database to accomplish complex calculations resulting from a major union arbitration. Due to the nature of the arbitration, these calculations could not be accommodated by the payroll system. Prior to implementation of the spreadsheet/database solution, the calculations for the union workforce of around 650 personnel required four clerks working four days per week. After the implementation, the labor was reduced to one clerk, one day per week.

**Education, Technical Proficiencies, et al.**

**Military Service:**

6 Years Active Duty – US Army - Secret Clearance level

**Affiliations/Certifications:**

National Association of Certified Public Bookkeepers - Certified Public Bookkeeper (NACPB)

American Payroll Association

**Software**:

Sage 50

Microsoft Dynamics GP Enterprise Edition

Mincom Ellipse & Mincom MIMS

Intuit QuickBooks Enterprise, Accountant, Non-Profit, and Pro versions

Sun Systems 4.2.6

Grants Management System – Millennium Edition (GMSMe)

Blackbaud Financial Edge

Jenark Property Management

ADP Workforce Now and Enterprise Edition

Kronos Timekeeping Solution

Concur Travel Expense Reporting System

Bank of Montreal Purchasing Card

American Express Online

Microsoft Office Suite of programs