JAIMI VORE

Controller | Accounting Operations & FP&A
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PROFESSIONAL SUMMARY

Controller-level finance and accounting professional with 20+ years of experience owning full-cycle accounting, GAAP-compliant financial reporting, and month-end close across professional services. Builds annual budgets and rolling forecasts, runs budget-to-actual variance analysis, and prepares reporting. Experienced in managing multi-entity accounting across affiliated companies and coordinating with outside CPA firms on tax planning. MBA with a Finance specialization; comfortable staying close to the GL while building the reporting cadence and processes that a high-accountability finance function needs. Proficient in various accounting platforms such as QuickBooks and Excel.

PROFESSIONAL EXPERIENCE

Vinyl Marketing, LLC — Director of Finance and HR

2023 – Present (concurrent with Hightide Software, below)

- Own full-cycle accounting, bookkeeping, and reconciliations across multiple affiliated companies, serving as the accounting hub for a multi-entity structure
- Lead the monthly close process and produce weekly cash flow and financial analysis reporting for leadership
- Develop annual budgets and rolling forecasts; conduct budget-to-actual variance analysis
- Maintain banking relationships and monitor loan covenant compliance across multiple accounts
- Partner with an outside CPA firm on tax planning and strategy
- Manage accounts payable, invoicing, bi-weekly payroll, and employee benefits administration
- Support employee onboarding and HR administration alongside finance operations

Hightide Software, LLC — CFO

2023 – 2025 (concurrent with Vinyl Marketing, above)

- Served as finance lead for an early-stage software company, preparing GAAP-compliant financial statements and analysis
- Built investor-facing sales projections and SaaS metrics (MRR, churn, margin) to support fundraising and strategic planning
- Owned accounting, bookkeeping, and reconciliations; maintained banking relationships and verified loan covenant compliance across multiple accounts
- Partnered with an outside CPA firm on tax planning and strategy
- Compiled weekly cash flow reports and processed bi-weekly payroll

Pediatric Consultants — Staff Accountant/Controller

2013 – 2024 (concurrent, part-time)

- Managed cash flow and monitored multiple banking accounts
- Produced financial analysis statements and compiled monthly business metrics reports
- Coordinated tax planning matters with an outside CPA firm
- Processed accounts payable transactions, bi-weekly payroll, invoices, and statements

Seven Stones — Assistant Controller

2021 (concurrent, part-time)

- Developed systems for tracking client sales and invoicing
- Produced financial analysis statements and processed accounts payable transactions
- Created invoices and statements

Whitcomb & Hess, CPAs — Associate

2008 – 2013

- Prepared individual income tax returns and administered company payroll taxes
- Compiled monthly financial statements for a portfolio of client businesses

MT Business Technologies, Inc. — Staff Accountant

2005 – 2008

- Reported and processed accounting for five business locations, including monthly income statements and balance sheets
- Monitored and entered journal entries; balanced the general ledger monthly and performed month-end reporting
- Reconciled and monitored bank accounts; coordinated with an outside CPA firm on corporate tax planning

Simonson Construction — Payroll Administrator
2004 – 2005

- Calculated prevailing wage rates for 20-plus job classifications
- Processed bi-weekly payroll and balanced employee hours and time sheets

Sutton Bank — Lead Teller
2002 – 2004

- Balanced the branch general ledger and daily financial books
- Supervised a team of tellers and their workflow
- Audited daily branch transactions and prepared end-of-day reports

EDUCATION

Ashland University
Master of Business Administration (MBA), Finance Specialization
2002 – 2005

Mt. Vernon Nazarene University
Bachelor of Arts in Business Administration
1997 – 2001

SKILLS

- Month-End Close & GAAP Compliance
- Financial Reporting & Analysis
- Budgeting, Rolling Forecasts & Variance Analysis
- Multi-Entity Accounting & Reconciliations
- Investor & Lender Reporting, Loan Covenant Compliance
- Accounts Payable & Payroll Operations
- Banking Relationship Management
- QuickBooks Online & Excel
- Cross-Functional Leadership & Communication