

Judith Trichter

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35+ Years of Diversified Experience and Leadership in Accounting and Management

PROFILE

As a well-rounded and results-driven professional, I have a broad and diverse background in accounting and business management. I am a Self-starter with a collaborative attitude, creative with strong analytical and critical thinking skills. Successful in prioritizing and accomplishing multiple tasks under multiple deadlines with minimal oversight. Ability to interface with pricing, business management, accounting, and engineering professionals varying from entry level through Director level. Works well independently and team-based. Excellent presentation, team building, communication, and leadership skills. Excellent knowledge of business management practices, approaches and techniques.

This includes manufacturing & retail, construction, real-estate investment, transportation and trucking and government contracting accounting for full cycle bookkeeping for financial budgeting and analysis, forecasting, payroll and human resources. I've developed strong leadership and motivational skills; a proven ability to quickly build rapport, establish trust, train and motivate people of all levels. I'm a recognized professional with a positive mental attitude, commitment to excellence, and a demonstrated ability to communicate and interact effectively with senior management (CEO, CFO, COO) and associates (department heads, vendors/suppliers and employees).

PROFESSIONAL EXPERIENCE

9/09 – Current

Business Consulting, Accounting & Payroll. Specializing In Small Business Operations And Accounting Practices For 20+ Client Accounts And 3 CPA's in 4 States. Client Services Are Tailored To Their Needs, Goals And/or Special Projects To Achieve The Best Possible Financial Outcome. Clients Consist Of a wide variety consisting of Construction (From General Contractors To Specialty Trades As Electricians, Plumbers, Painter, Landscapers And Heavy Equipment For Site Prep), Transportation And Automotive (Interstate Trucking, Mobil Repairs Services, Repair Shops, Tire & Wheel Retailers, Taxis and Uber/Lyft Providers), Dental Practices, Attorney's (Both Partnerships and Sole Practitioners), Ranch and Farms, Real Estate Companies (Investment LLC's, RE Agents and Rental Management), Retail-Both Online & Brick & Mortar (Closing, Gifts, Specialty Suppliers), Wholesale – (Clothing/Soft Goods), and Federal Contract Companies.

➤ Consulting Services:

- Consult with New Business owners on structuring the correct entity formation. Layout the different Company structures, the differences between LLC, C Corp., S Corp., Partnerships and Sole Proprietor (DBA)
- Filing of Company at State Level. Provide Company Book, including Bylaw/Operating Agreement, Resolutions, Initial Minute templates, stock book, etc.
- Filing of Licenses needed, EIN, Sales tax account, Unemployment account and other state agencies as needed for business operations.
- Yearly Company review of business structure updates and compliance.
- Existing business structures review, analysis and recommendations for updates.
- Consult on business Accounting system: review and recommendations for any correcting concerning COA (For P & L and Balance Sheet) to confirm to business Type and structure.
- Training for A/R personal on invoicing, collections and correct posing and aging reports. Training for A/P personnel on payables process and aging reports.
- Review, report and advise business owners on key cost saving ability's in overhead
- Advise on Sub-Contract procedures, set up, and forms to comply with insurance reports and tax filing for 1099 NEC
- Sales Tax Audit Review and advise on any accounting system errors or omissions.
- Consult on Funds Control process for Construction contracts.
- Review yearly Workers Comp and General Liability Audits and advise for Insurance cost analysis review.

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- Review Certified payroll reports to comply with government funding orders and contracts
 - Review Year End Closing Financial for Tax reporting.
 - Review and analysis on 2 year financial history. Report on findings to improve costs, depletion and overhead.
 - FEMA bid proposals for Emergency contracts
 - Federal Contract Proposal Support. This includes all final supporting allocations for Price narrative justification in proposals.
- Accounting Systems Set Up / Clean Up And Full Cycle / Full Charge Bookkeeping:
- New Business Accounting Set Up to conform to industry and business structure for correct reporting (DBA, LLC and Corporations both C & S).
 - Full Cycle / Full Charge Bookkeeping following GAAP principals and procedures with QuickBooks Desktop Via login And Online Accounting Software (QBO, Sage, Xero) for Monthly close reporting: Profit & Loss, Balance Sheet and 90 day look ahead for monthly review of financial reports with Owners / Company President.
 - Corrections and clean up of QuickBooks online set up, chart of accountings. Correct double entries in invoices and correct erroneous errors causing reconciliation to not match and incorrect reports.
 - Set Up complex Accounting System to comply with Federal Contrasts (DCAA & FARS) for correct allocations and reporting as required by DCAA.
 - Complete Quarterly OH Allocation Reports for Federal Contractors
 - Funds control reporting and invoices.
 - Complete yearly Workers Comp and General Liability Audit submissions
 - Implement Inventory Cost control processes and procedures
 - Sales tax reporting and file sales tax reports (single and multi state tax reporting)
 - Month review of financial reports with Owners / Company President
 - Year End Financial Close for Taxes
- Payroll Processing And Human Resources
- Payroll Processing for Weekly, Bi-Weekly and Monthly Payroll through software with multiple service providers (ADP, Sure Pay, Paychecks)
 - Email New Employee's forms for Payroll Set Up. Set up New Employees in Payroll System as needed.
 - Process time sheets into payroll for accuracy.
 - Complete and send payroll via ACH or manual check
 - Process Payroll Tax Payments based on required schedule
 - Process Quarterly Tax Filings for 941, Multi State Unemployment Reports.
 - Complete and process Certified Payroll for Title II contracts and any funds control processing.
 - Process and provide yearly payroll reports for Workers Comp and General Liability Audits periods.
 - Process Sub-Contract (1099) payments
 - Process year end tax filings for W2 , 1099, 940
 - Enter Payroll into accounting system and or correct incorrect payroll downloads
 - Liaison with new employees for onboarding concerning benefits package in company handbook.
 - Liaison with employees for exiting the work place concerning cobra, final pay and release docs.
- Federal Contract Service
- Full Cycle / Full Charge Bookkeeping following GAAP principals for CAS and FARS accounting for Both Online and Desktop Accounting software.
 - Set Up Accounting systems to include reports for Direct, Indirect, and non allowable costs both for G & A and Overheads allocations
 - Set Up Payroll for FTE's by contract allocation mapping
 - A/R monthly Invoices by contract to include FTE Billable Hours to Prime Contractor.
 - A/R Invoice month direct contracts in agency systems
 - Report Yearly contract financials in government contract systems
 - Review RFP's and analytics for FTE costs for recruiting and overhead
 - Quarterly Look ahead reports for A/R and Contract costs
 - Prepare Subcontract proposal bids including financial accounting justification on pricing
 - Assist in Recruiting process for New Hires

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- Onboarding of new Employees to complete file for Security Officer and HR Files
- Employee Exit review and requirements of separation
- Monthly P & L be program contracts
- Full Cycle Cost by Contract Look Ahead reporting for T&M contracts
- File reports for HubZone recertification
- File Sales Tax Reports, Employment Claims, License Requirements for multi states
- Assist with DCAA contract audits
- Year End Financial Close for Taxes

5/06 – 8/09 Independent Special for CPA

Responsible for CPA's client Accounting and Bookkeeping, Review and Prep and Set Up Audit File for CPA's IRS meetings, File Client 1099, Complete and Report on New Client Accounting system set up and processes, Correct and Clean up clients books for year end tax filing to include: Inventory, PAL, Balance Sheet, Assets and Depreciation

8/97 – 4/06 Shag, (CA/TX)

Reasonable for Finance and Operations of domestic manufacturer

- Performs monthly operational reporting
 - Review production reports for cost analysis on finished goods vs WIP
 - Review payable's for accounting
 - Review and identify anomalies in monthly P & L reporting
 - Review Finished inventory vs. actual shipping invoicing
- Identifies risk factors related to the business private label contracts
- Identify recapture of damages in production
- Negotiate with vendors on best value pricing and delivery
- Negotiate with Retail management for private label contracts
- Oversee production flow and processes for on time shipping
- Inventory Accounting
 - Review the Material Cost Variances
 - Reconcile and review the inventory accounts for good available vs damages and depletion
 - Implement an inventory process system for month reporting for finished goods vs WIP
- Responsible for Accounting
 - Review Daily Invoicing Processing for Factoring, COD and Net 30 day house accounts
 - Implemented Factoring Process for accounts receivable
 - Monthly Reconcile all invoice for Factor receivables and Non-Factor receivables
 - Monthly reporting on invoices on hold and pricing variance
 - Daily, Monthly, Quarterly, and Year Sales reporting
 - Monthly review and analysis of P & L, Inventory, Fixed assets and Production depletion
 - Responsible for year end finance closing P & L, Balance Sheet, Inventory and WIP

7/96-7/97 Independent Special One on One Project

- Textiles – Consult on textile issues with garment manufactures on sewing production issues
- Garments – consult on inventory disposal for best value, production costs for best value, trouble shoot and correct subcontractors incorrect production methods to insure top quality finished products

1/91 – 6/96 Twice Around Inc. (CA/NY)

Consulting for Garment Manufacturers & Textile Converters

- Start Up Company Consulting: Set Up Financial reporting practices and procedures to include: product cost vs sales, production processes to final shipment and invoicing, Set up Accounting software program (Peach Tree or/and QuickBooks Desktop versions). Software training for correct allocations and report features for bookkeepers. Train bookkeeping staff on bookkeeping with Factor financing
- On Call production consulting:
 - Research and report problem issues concerning patterns for fit to go to size grading, analyze and report grading issues and cut markers sent to cutting rooms, analyze and report cutting marker issues that are not conforming to cost sheets for best value.
 - Identified fit issues not following private label specs with Retail management for corrections to proceed with production of orders

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- Liaison with Asia production Import contracts to move factory production from Asia into Mexico NAFTA factories
- Variance Research and financial analysis on costs for moving factories for NAFTA advantages
- Variance Cost Account Review
 - Standard Cost vs. Actual on private label production orders
 - Labor / Subcontractor Absorption review on factory damages, shortages vs actual production units for loss control
 - Overhead analysis review and reporting on employee's knowledge based competence in all areas of full cycle manufacturing and textile converting

7/78-12/90 Hello Inc. (CA/TX/NY)

Multi responsibilities over 12 years for 1 Main Manufacturing Company , 3 Divisions and 3 National Sales Offices. Company was a Domestic Manufactures of Clothing for store like Lerner Shops, Petrie Stores, JC Penney, Walmart, Fredericks of Hollywood, Beals, Judy's, Contempo Casuals, Wet Seal, Dunlap Stores, etc. 12 years of working in every aspect of domestic manufacturing:

- Quality Control and Shipping Logistics
 - Responsible for inventory QC issues on domestic production to meet shipment deadlines and quality standard
 - Liaison with retail management for final QC approvals to ship production orders
 - Oversee Physical Shipping reports for production invoicing and excess inventory
 - Monthly Report for Production Shipped VS Available Inventory, Damaged Losses cost, and missing finished product from contractors
 - Year End Inventory and Cost Analysis reporting for Year End closing
- Production Manager for domestic production of manufacturing and textile imports
 - Received intake of domestic and imported textiles and allocate for production.
 - Inventory reporting each end of month including overages vs actual production use.
 - Assisted Cutting room when short handed in making markers for production cutting, sized production patterns to full size range for cutting markers.
 - Completed Production Cut tickets, allocated trims, labels, hangers and cut bundles for contractors.
 - Traveled to contractors to inspect first production sample. Correct errors in production for on time deliveries
 - Coordinate intake of Finished production with actual cost reports (allocations to include damages and losses of finished goods)
 - Liaison with Retail management for production Fit Approvals
 - Completed production purchase orders for final approval
 - Monthly financial production and warehouse reports; anticipated costs vs. actual cost, stock inventory vs. orders shipped.
- Sales and Design
 - Design room coordinator including: lead 2 patternmakers in final fit approval changes, anticipated cost sheets, and work arounds for cost effective production process
 - Worked with Retail management on private label programs
 - Forecast sales report calculations for production cut and sew reports
 - Traveled to NY & Dallas offices during market weeks. Met with Retail management on product lines and negotiated prices for national wide distribution orders.
 - Expanded sales force to include independent reps in Chicago, Atlanta, Florida and Road sales in the other territories.
 - Managed a Sales force of 10 independent Reps and 3 in house showrooms.
 - Coordinated final seasonal product line for distribution of showroom samples
 - Monthly Reporting including: Gross sales by style, size and color for production forecasting and Sales vs Cost analysis
- VP of Operations and Finance Reporting
 - Liaison between production manager and domestic factories to negotiate best value production pricing costs
 - Negotiate textile purchases both domestic and import for best value
 - Sales & Seasonal forecast Plan Reports
 - Overhead budgeting plans and monthly reporting

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- Monthly P & L and Ledger review and reporting
- Monthly review of all department reports
- Prepped departments on year end closing requirements, time frame and reports due
- Negotiated with Retail discount stores for sales of last seasons inventory sales for best value

TECHNICAL EXPERIENCE

Intuit Software (QuickBooks Desk Top, QuickBooks Online Accounting and Online Payroll), Turbo Tax Software, Quicken, Peach Tree (Now Sage Accounting Software), Xero, Adobe (Acrobat Pro, Photoshop Illustrator), CorelDraw, Microsoft 360, Word, Excel, FAS software, ERP.Gov, Stipe, Square, EBay, Amazon Retailer, Door Dash, Uber Eats, Patriot Software, Multiple Online Payroll Systems (ADP, Sure Pay, Paylocity, Paychex), Deltec Gov Win, Clearance Jobs Software, Drop Box, Splashtop, Chrome Desktop share
