

# Misty Leigh Dragon, CPB, CSOE

[mistydragon1@gmail.com](mailto:mistydragon1@gmail.com) <https://www.linkedin.com/in/greencloudacc/> 760.877.4499

**Dedicated remote accounting and technology lover of many hats and passions. Team and independent player, conscious communicator with 21+ years of service in numerous industries including manufacturing, software development, non-profit, construction, property management industries. GAAP & cost accounting, tax return preparation, consulting and strategies, internal controls, staff supervision, strategic planning, project management, best practices. Bachelor of Science degree in Business Administration, with cutting edge technical skills through enterprise ERP. Loyal, dedicated team player who loves to improve processes and maximize profits!**

## Qualifications Summary:

- ❖ Critical thinker that espouses an open-door policy, environment of fun and learning
- ❖ Hire, train, review, audit, create standard operating procedures for accounting positions
- ❖ Full-cycle accounting, financial statements and variance analysis, key performance indicators, project management, clean-ups, data migration/file conversions, complex payroll implementation, budget/forecasting, cash flow, external audit liaison, investments, fixed asset management, month-end, year-end, closing entries, adjustments
- ❖ Payroll, HR, hiring/termination, 401k, cafeteria plan, health benefits administration
- ❖ Implementation of environmentally friendly cost-effective accounting procedures
- ❖ Internal audit and controls, compliance, strategic planning, projects with SWOT analysis
- ❖ WIP, Assembly, inventory, job costing, departmental class tracking, fund accounting
- ❖ Preparation for Federal/state income tax and 990 returns, multiple state sales & use tax returns

## Experience:

2010- Present

### Accountant

*Green Cloud Accounting*

*San Diego, CA*

- Accounting firm position including hiring and training nine staff members, performance reviews, employee incentives, customer service, write and modify subcontractor agreements and employee manual. Provide consulting, training for clients and staff, bookkeeping for a host of clients, both project and ongoing, file conversions, design and track projects and ongoing contracts. Build website and social networking media presence. Samples of experience include: Three years serving as property management supervisor for commercial strip mall, hotel properties and 7 years controller for San Diego event based non-profit, 6 month project to compare and analyze capacities of various ERP systems, and recommend best fit based on needs for a multi-national company manufacturing seed banks, project implementing project management add-on in Xero including data migration from Harvest to WorkFlowMax, planning work flows and training several departments of staff on their new system, 4 years accounting and audit liaison at multi-national, multi-subsidiary, multi-million Euro revenue gaming firm headquartered in Malta- using multiple currencies and regional tracking.
- Serve as onboarding team member for new clients: analyze books including budget goals, identify problem areas, implement fixes and suggest time and cost saving solutions. Implement best practices, compose standard operating procedures. Advise in other areas as needed such as how to start a new business. Master and partner with multiple accounting software platforms and add-on software for bill payment/customer invoicing, automation, document filing, data extraction, employee GPS time tracking, reporting, analysis.
- Payroll (with monthly, quarterly and year-end tax deposits and filings, new hire reporting), electronic bank transaction imports, bank/credit card/loan reconciliations, preparation of books for review/outside audit, audit internally, implement internal controls, financial statements.
- 10+ years Office Supervisor for multi-million dollar commercial general contractor firm and start-up joint venture partnership, cost accounting for projects ranging from local tenant improvements to construction of VA medical centers. Perform full-charge bookkeeping including subcontractor management, month-end/year-end close, lien waivers, 1099 reporting, AIA invoicing, job costing, estimates, invoices and progress billing, accounts payable, physical asset management, collections, retainage, inventory and owner's equity accounts, financial analysis, cash flow management, budgeting, bartering, project coordination, staff time sheets and GPS tracking with

TSheets, ADP Workforce Now payroll, bank and credit card reconciliations, financial statements, workers comp reporting, audit liaison. Transition companies to paperless accounting and virtual office. Improve workflows and procedures with researched suggestions and implementations. Hire, train, supervise and handle terminations for administrative assistant position and two direct reports for A/R and A/P. Formulate workflows, hands-on training and performance evaluations. Teach accounting fundamentals and QuickBooks to assistant for clerical support. Work with employees to maximize performance and job satisfaction.

2003- 2010

**Full-Charge Bookkeeper**

*I.I.A. of Georgia, Inc.*

*Doraville, GA*

- Provide full-charge bookkeeping for departmentalized non-profit association of insurance agents and 4 subsidiaries with \$2.5 million yearly budget. Perform all financial functions, including accounts receivable, accounts payable, coding, journal entries, expense reports, 1099's, sales and use tax returns, physical asset management, charity event reconciliations, forecasting, budgeting including finance committee meeting with BOD, investments, cash flow management, credit card processing with installments, month-end/year-end close, preparation and analysis of monthly financial statements, bank, credit card and account reconciliations. Manage intercompany transactions, grants and restricted funds. Assist with yearly audit. Transition accounting to paperless office and telecommuting. Establish secure, practical and cost saving workflow methods. Train assistant and back-up.
- Administer payroll and human resources: modify employee manual, HIPAA compliance, workplace safety, time sheets, payroll, E-Verify, vacation, 401k, new hire, termination and benefits administration.
- Formulate and implement accounting procedures: Design standard workflow and manual, strategize with finance committee and CEO to manage costs and vendors. Research and transition payroll services, implement flex-spending benefits, installment and ACH payments.
- Profit Increase: Team tasked with restructuring company sponsorships, resulting in 50% income increase over budget and \$100,000 additional yearly revenue. Designed forecasting/income projection spreadsheets detailing opportunity/SWOT analysis of multiple scenarios and likely effect of program changes to profits.
- Technical Liaison: Responsible for design, development, and maintenance of computer systems. Plan and initiate IT projects, major equipment purchases/leases, building improvements.
- Marketing: Cross-functional marketing team member. Project highlights include needs-analysis and upgrade of the association's CSR management system, implementation of solutions that minimized data entry and increased staff productivity three-fold. Our team formed comprehensive strategic plans targeting markets via social networking, webinars, forums, etc. We additionally constructed a leading-edge customer retention program that targeted marketing to subsets of clients, offering easier payment options and maximization of member revenue streams.

2000-2002

**Office Manager**

*Spinner Construction, Inc.*

*Jacksonville, FL*

- Provide bookkeeping for commercial construction/development/property management company including accounts payable and receivable, payroll (including tax filings and 1099), sales and use tax, job costing, lien waivers, filing, rents due, Common Area Maintenance calculations.
- Create and maintain spreadsheets to track subcontractor agreements, job costing and project status.
- Compose formal correspondence, contracts, agreements and filings with building department.
- Handled administrative duties, reception, technology maintenance, travel arrangements, office supplies.

**Technical Skills:**

- Proficient with: ERP, CRM and third party app technologies, QuickBooks (all versions including Enterprise and QBO), Sage50 Intacct, Salesforce, Bill.com, Dext, Slack, Asana, UKG Kronos Payroll, ADP RUN, ADP Workforce Now, Microsoft Windows, Macintosh/Apples, Microsoft Office Suite (Excel with pivot tables/charts, Vlookup, Sumif, macros, Word, PowerPoint, Access), SharePoint, Office 365, Outlook, Google Docs, Google Drive, Drop Box, Last Pass,

Drake, Adobe Photoshop, Adobe Acrobat Professional, paperless office, remote access, virtual terminals, ACH, installment billing, presentations, graphics, webinars, Zoom, e-commerce, social networking.

**Education/Certifications/Awards:**

- Pronto Tax School Career Award, 2020
- Certified Sarbanes-Oxley Expert, 2017
- Bachelor of Science in Business Management, Western Governors University, 2006
- Certified Professional Bookkeeper AIPB, 2010 – present
- Certified QuickBooks Pro-Advisor, 2012-present
- Certified Xero Partner, Certified Bill.com expert, TSheets Pro Advisor, Dext Partner
- IIAG commendation from Executive Committee for “diligence, organizational skills and professionalism” 2009. IIAG Presidential Citation Award, 2008