

NICOLE WHITEHEAD

Accounting and Client Director



Dallas-Fort Worth Metroplex



(682) 225-4241



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FINANCIAL EXPERTISE

Budgeting and Forecasting

Financial Statement Analysis

GAAP Compliance

Multi-state Payroll Coordination

Cash Flow Management

Fixed Asset Management

CLIENT MANAGEMENT

Deadline Management

Process optimization and streamlining

Multi-client coordination

Excellent communication

CERTIFICATIONS

QUICKBOOKS PRO ADVISOR

GUSTO PAYROLL CERTIFIED

CLICKUP CERTIFICATION

NETSUITE IMPLIMENTATION

RENT MANAGER

PROPERTYWARE

EDUCATION

BACHELOR'S DEGREE

DIGITAL MARKETING

American Military University

2020 – 2024

BACHELOR'S DEGREE

PSYCHOLOGY

Southern Methodist University

1999 – 2004

CAREER SUMMARY

Highly accomplished Accounting and Client Director offering over 25 years of experience in financial management, with a specialization in process improvement and exceptional client engagement. Proficient in utilizing advanced accounting software and techniques to enhance financial reporting accuracy and efficiency for a wide range of clients. Proven ability to develop and implement innovative strategies and robust internal controls that significantly optimize financial health and operational productivity. Notable accomplishments include leading financial reporting for diverse clients, pioneering innovative accounting strategies, and streamlining processes for regulatory compliance.

PROFESSIONAL EXPERIENCE

ACCOUNTING AND CLIENT DIRECTOR

JAN 2024 – MAR 2025

Prime Ledger, New York, NY - Remote

Prime Ledger is a modern bookkeeping and accounting firm providing comprehensive financial services to small and medium-sized businesses. As the Accounting and Client Director, I was responsible for overseeing all accounting operations for diverse clients, building strong client relationships, and leading strategic financial planning initiatives.

- Spearhead comprehensive accounting operations for diverse clients, ensuring accuracy and timeliness in financial reporting.
- Directed financial reporting for over 50 clients, achieving 100% accuracy with precision-focused methods.
- Led a team of 10 domestic and international accountants, improving project delivery time by 20% through strategic task delegation.
- Increased team productivity through the implementation of a new project management tool and optimized scheduling processes.

BOOKKEEPER/OWNER

DEC 2010 – APR 2024

CMR Bookkeeping Services, DFW - Remote

CMR Bookkeeping Services is a solo bookkeeping business providing services to small businesses. As the Owner/Bookkeeper, I was responsible for financial statement preparation, strategic planning, and tax preparation for all clients in portfolio.

- Provided comprehensive bookkeeping and financial management services to a diverse portfolio of clients.
- Streamlined accounting procedures for regulatory compliance, minimizing the risk of penalties and audits.
- Enhanced financial statement preparation for small businesses, providing clients with clear and actionable insights into their financial performance.
- Led annual audits for major clients, identifying inaccuracies leading to \$125K IRS penalty abatements.

SPECIAL PROJECTS ACCOUNTANT

MAR 2020 – MAR 2023

Southern Fluid Solutions, LLC, Center, TX

Southern Fluid Solutions LLC is a trucking and water transport company specializing in the oil and gas industry. As the Special Project Accountant, I managed complex accounting projects, conducted financial scrutiny, and streamlined financial record analysis.

- Managed accounting for 20+ diverse businesses, achieving 99% accuracy in QuickBooks file management.
- Conducted an entire NetSuite Implementation on their largest companies.
- Implemented an asset tracking system for over 250 assets, reducing management time by 30% and improving accountability.
- Managed complex accounting projects, consistently achieving objectives and delivering high-quality results on time.

NICOLE WHITEHEAD

Accounting and Client Director

PROFESSIONAL EXPERIENCE CONTINUED

STAFF ACCOUNTANT

OCT 2015 – MAR 2016

Estes Armstrong Earley, LLC, Cleburne, TX

Estes Armstrong Earley LLC is a regional certified public accounting firm providing tax, audit, and accounting services. As a Staff Accountant, I prepared and analyzed financial statements, optimized tax return preparation, and expanded audit services.

- Prepared and analyzed financial statements, providing valuable insights to clients and management.
- Optimized tax return preparation, ensuring compliance with all applicable regulations and minimizing clients' tax liabilities.
- Expanded audit services, benefiting both businesses and individuals through thorough and accurate financial reviews.
- Conducted detailed review of over 200 financial records, achieving 100% compliance with regulatory standards.

CHIEF FINANCIAL OFFICER AND DIRECTOR OF HUMAN RESOURCES

AUG 2009 – AUG 2011

Allmand and Lee, PLLC, Bedford, TX

Allmand and Lee, PLLC, is a law firm providing bankruptcy legal services in the Dallas-Fort Worth area. As Chief Financial Officer and Director of Human Resources, I directed financial planning and budgeting, spearheading cost-cutting initiatives, and administered HR functions.

- Directed financial planning and budgeting, improving forecast accuracy and enhancing financial stability.
- Spearheaded cost-cutting initiatives, reducing overhead expenses through strategic resource allocation.
- Administered HR functions for 80+ staff, improving employee relations and ensuring compliance with labor laws.
- Oversaw accounting systems, producing financial reports with 95% accuracy and reduced reporting time by 20% for partners.

MULTI-MEDIA PRODUCTION SALES AND MARKETING COORDINATOR/BOARD TREASURER

AUG 2007 – AUG 2009

Military Police Regimental Association, Fort Leonard Wood, MO

The Military Police Regimental Association (MPRA) is a non-profit organization supporting the U.S. Army Military Police Corps. As Multi-Media Production Sales and Marketing Coordinator & Board Treasurer, I managed financial resources, created an online gift shop, and revamped the website. I also sat on the Board of Directors as the Treasurer,

- Managed financial resources as Board Treasurer, ensuring responsible stewardship of organizational funds.
- Created an online gift shop, boosting e-commerce sales and expanding revenue streams.
- Revamped the website, enhancing user engagement and improving the organization's online presence.
- Developed monthly financial reports, forecasting budgets and analyzing income versus expenses for a \$1 million budget, enhancing financial visibility.
- Maintained financials for MPRA Memorial Walkway, Benevolent Fund, and College Scholarship Fund.

ACCOUNTING AND BILLING MANAGER

DEC 1999 – JUL 2006

Ohashi and Horn, LLP, Dallas, TX

Ohashi & Horn LLP is a global law firm specializing in international law. As Accounting and Billing Manager (CFO), I directed accounting operations, streamlined billing processes, and orchestrated payroll coordination across multiple offices in Dallas, New York and Japan.

- Directed comprehensive accounting operations for a global law firm, ensuring accuracy and efficiency in financial reporting.
- Streamlined the preparation of monthly bills for 100+ clients, enhancing efficiency and improving cash flow.
- Orchestrated payroll coordination across multiple offices, supervising a team of 6 and ensuring timely and accurate payments.
- Maintained compliance with bar associations and secured EIN numbers, streamlining firm operations and reducing processing time by 20%.