SARAH MILLER

Chief Financial Officer | Enterprise Financial Strategy | Board Reporting | Remote Executive Leader
Vista, CA | (760) 586-2868 | sarahca06@gmail.com

EXECUTIVE PROFILE

Strategic Chief Financial Officer with 27+ years of progressive financial leadership overseeing multi-entity, multi-state operations generating up to $72M in annual revenue. Proven record of driving margin expansion (7% improvement), optimizing cost structures, strengthening governance frameworks, and leading enterprise-wide ERP transformation initiatives. Experienced in both private enterprise and public-sector financial oversight, delivering disciplined capital strategy, audit readiness, and board-level financial reporting to support scalable growth and long-term enterprise value.

CORE COMPETENCIES

P&L Ownership & EBITDA Optimization
Enterprise Financial Strategy & Capital Planning
Board & Executive Reporting
Margin Expansion & Cost Structure Optimization
Cash Flow & Working Capital Management
Multi-Entity / Multi-State Operations
Public & Private Sector Governance
ERP Transformation & Systems Integration
Internal Controls & Audit Leadership
Regulatory Compliance & Risk Mitigation
Executive & Cross-Functional Team Leadership

PROFESSIONAL EXPERIENCE

Chief Financial Officer

Complete Trailers | Multi-State Operations (CA, CO, TX) | Remote
Oct 2021 – February 2026

7% Gross Margin Expansion | Multi-State Scalability | ERP Transformation | New Location Launch

Executive finance leader for a $72M multi-entity dealership organization with full enterprise financial oversight.

- Improved gross margin by 7% through pricing optimization, cost containment strategy, and operational efficiency initiatives
- Led capital planning, forecasting, operational rollout and financial structuring for successful launch of new location
- Directed enterprise cash flow strategy and intercompany capital allocation across multiple LLCs
- Reduced operating expenses through strategic sourcing, spend governance, and vendor/supplier renegotiations
- Presented financial performance, forecasts, and risk analysis to ownership group and board
- Led ERP transformation from QuickBooks to Motility to support scalability and enhanced reporting transparency
- Strengthened internal controls and enterprise audit readiness across all locations
- Supervised cross-functional leadership team (Finance, HR, Payroll, IT, Sales – 12 staff)
- Ensured multi-state regulatory and tax compliance including sales tax, payroll tax, 1099/W-2 filings, and regulatory reporting across three operating states
- Payroll and HR; Payroll processing, creating SOPs, On-boarding, off-boarding, compliance, safety

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Senior Accountant
Investment Property Managers | Remote
October 2023 to Present

- Provide financial oversight and accounting support across 34 entities within a complex, multi-entity property management environment
- Manage payroll processing, payroll tax compliance, quarterly filings, 401(k) administration, audit support, and certified payroll requirements
- Oversee multi-entity and intercompany accounting, including account balancing, reconciliations, and resolution of intercompany discrepancies

- Reconcile tenant ledgers and security deposit accounts across multiple properties and entities, ensuring accuracy and proper liability reporting
- Perform bank and credit card reconciliations and oversee multiple vehicle and business loan reconciliations, contract payments, and lines of credit
- Reconcile loan principal and interest activity, including monthly interest allocations and balance verification
- Support month-end financial close, including general ledger review, account reconciliations, adjusting entries, and financial reporting accuracy
- Prepare and analyze maintenance reporting across multiple entities, including appropriate expense and fixed-asset allocation
- Coordinate insurance renewals and maintain supporting financial and compliance documentation

Financial Executive

San Diego County Fire Department | Remote
February 2026 to Present

- Provide financial oversight and budgetary governance within a public-sector agency environment
- Support annual budget development, fiscal planning, regulatory compliance, and public funds stewardship
- Coordinate and support internal and external audits, ensuring compliance and documentation integrity and accuracy, control adherence, and timely remediation of audit findings
- Strengthen internal control frameworks to enhance transparency and risk mitigation
- Advise and collaborate with leadership on financial governance, regulatory adherence, resource allocation strategy and risk mitigation
- Contribute to financial reporting within a highly accountable governmental framework
- Payroll Processing

Chief Financial Officer

Booth & Suarez Architecture, Inc | Remote
Jan 2014 – Oct 2021

Finance executive responsible for financial strategy, forecasting, and operational analytics for architecture firm.

- Directed financial strategy, forecasting, and project profitability analysis
- Partnered with CEO on growth initiatives and financial risk mitigation
- Strengthened GAAP compliance and internal control systems
- Managed accounting, HR, payroll, and operations (21 employees)
- Negotiated and evaluated client/vendor contracts (MSA/SOW)
- Oversaw tax planning, debt management, and fixed asset strategy
- Improved reporting transparency and operational decision analytics

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EARLY CAREER EXPERIENCE

Property Manager

American Horizon Property Management | Remote
Sep 2007 – Jan 2014

- Managed financial reporting, owner distributions, and cash flow analysis
- Implemented Yardi ERP system
- Oversaw HUD/Section 8 compliance and financial administration
- Supervised payroll, lease administration, and tenant-landlord legal compliance
- Managed construction and maintenance project budgets

Assistant Director / Accountant

Fayetteville Museum of Art | Fayetteville, NC
July 2004 – Sep 2007

- Managed budgeting, forecasting, and financial reporting
- Coordinated Board of Directors meetings and financial presentations
- Supervised daily financial operations and membership systems

- Led fundraising financial tracking and grant documentation

EDUCATION

Master of Accountancy

Bachelor of Business Administration (Finance Minor)

TECHNICAL EXPERTISE

ERP Systems: Motility, Sage 50/100, Microsoft Dynamics 365, Oracle, Yardi
Accounting Platforms: QuickBooks (Online & Desktop), P21
Payroll Systems: ADP, Paychex, UKG, Heartland
Other Systems: Salesforce, Ariba, SiteTracker, E-Tapestry
Advanced Microsoft Excel | Financial Modeling | Forecast Analytics

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BOARD & COMMUNITY LEADERSHIP

Board of Trustees – Treasurer
San Diego Archaeological Center