

Daniel Walker

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Objective

In search of a position that can leverage my experience in finance, tax, facilities and human resource management.

Employment History

Director of Agency Operations

2007 - present GW Hoffman Marketing & Communications, Darien, CT

- Reported directly to the Managing Director/Owner of the Agency
- Formalized the budgeting and financial reporting processes
- Responsible for managing and supervising all accounting, human resources, facilities and information technology functions
- Managed the implementation of a proprietary job tracking system
- Updated employee handbook and created new agency policies
- Initiated a new business incentive plan to help drive new business
- Daily cash management

Controller

2006 - 2007 Cardean Learning Group, Stamford, CT (Contract position through Robert Half International)

- Responsible for all accounting functions and the supervision of Accounts Payable and Payroll personnel
- Primary interface with Department heads in annual budget and forecast update process
- Prepared monthly financial package with variance analysis for monthly board meetings
- Daily cash management

Director of Finance

2001 - 2006 Colangelo Synergy Marketing, Inc, Darien, CT

- Reported directly to the president/founder of the Agency as it grew from \$12 to \$30 million in annual billings
- Responsible for all finance and facilities management
- Developed salary and incentive plans for entire agency
- Implemented formalized purchasing policy
- Negotiated client contracts
- Formalized budgeting and financial reporting
- Liaison with external accounting firm and legal counsel

Vice President, Finance and Administration

1998 - 2001 Carlson Draddy & Associates, LLC, Westport, CT

- Reported directly to the Chief Executive Officer of the Agency
- Responsible for all finance, human resource and facilities management
- Developed employee handbook
- Formalized budgeting and financial reporting
- Oversaw office expansion to accommodate company growth
- Selected and transitioned to improved 401 (k) and health plans

Controller

1987 - 1998 Clarion Marketing and Communications, Greenwich, CT

- Reported to the Chief Financial Officer of \$40 million Agency
- Developed and implemented a proprietary client accounting system used to track time, expenses and billings
- Established a salary administration system including salary ranges by title
- Facilitated the transition of accounting systems to accommodate several corporate acquisitions
- Responsible for all accounting functions and direct supervision of professional accounting staff

Tax preparation

Tax preparation business 2006-present; includes more than 100 tax clients (both personal and business clients)

Education

1983 - 1987 Western CT State University, Danbury, CT

- BBA, Accounting
- Degree obtained full time at night while working full time during day

Other Experience

United States Navy, 1977 – 1983

- Honorable discharge
- Served as an electrician on the USS Saratoga

Computer skills

Microsoft Office

Great Plains 9.0

QuickBooks Pro

Proficient on Mac and PC platforms

References

References are available on request.