

Tanya Duffy
2201 Stirling Cir Unit 306
Dunedin, FL 346989
Tanyaduffy816@aol.com
603.338.8641

EDUCATION

Florida Gulf Coast University , Estero, FL <i>Bachelor of Science in Accounting</i>	April 2005
Southern New Hampshire University , Concord, NH <i>Masters Coursework</i>	Nov 2017

Profile of Qualifications:

Accounting professional with 24 years of experience including private, governmental/school, and public accounting that included non-profit audit field work, 990 preparation and compilation. Strong communicator and excel at cultivating and maintaining unified relationships with all stakeholders; employees, auditors, and upper management as well as outside boards and other parties. Proven leader in creating efficient and accurate accounting internal controls, processes, and procedures compliant with GAAP/GASB. Self-starter willing to take on challenges and create innovative solutions. Proven reliability and responsibility in all professional positions held, always willing to go the extra mile to get things accomplished. Collaborative leadership approach that focuses on creating a team environment where staff is encouraged to participate and grow.

PROFESSIONAL EXPERIENCE

City of Dunedin , Dunedin, FL Accounting Manager	July 2023-Current
--	-------------------

- Manage Accounting Division, ensuring adherence to GASB
- Manage activities of subordinate staff 1 supervisor, and 4 support staff
- Oversee processes for Accounts Receivable, Accounts Payable, Investments, Assets and Debt
- Oversee and ensure accuracy of all transactions in the ERP software
- Manage a portfolio of \$325M in capital assets and \$125M debt portfolio
- Perform month-end/year end closing activities of City's Financial records
- Develops objectives and strategies for the Accounting division in line with Strategic Plan
- Manage annual audit and Prepare the Annual Comprehensive Financial Report (ACFR)
- Ensure compliance with all internal controls and update policies and procedures as needed
- Prepare periodic/Pro-Forma financial reports as needed
- Implementation of new GASB pronouncements as required
- Support all financial requests from external and internal parties
- Ensure timely filing of Federal, State, and Local tax returns and financial reports
- Coordinate with Budget and Procurement sections of Finance department
- Act as Director of Finance in his absence
- Manage all Disaster related record keeping, documentation requirements, grants portal submission, and FEMA grant requirements compliance (PAPPG)
- Grant reporting and management for ARPA, FEMA, and other state funds through closeout

Gaylord Accounting Services, Florida and New Hampshire

Owner/Accountant (Part Time/Supplemental)

2007-2024

- Prepare Personal and Small Business tax returns for a client portfolio of up to 125
- Provide Bookkeeping support via Quickbooks Online
- Serve as a financial resource/advisor to all clients all year as needed
- Provided contracted services to Government entities on project basis (Aug 22-July 23)

St. Luke's Cataract and Laser Institute, Tarpon Springs, FL

Director of Finance

Aug 2021-August 2022

- Manage Accounting, Purchasing, and Revenue Cycle Teams for 4 companies and 7 locations
- Oversee and lead a team responsible for: banking, bookkeeping, payroll, benefits, accounting, cash flow, managing payable, receivables and invoice processing
- Member of the Executive Leadership Team-providing financial and operational guidance
- Hire , develop and maintain staff
- Provide leadership and support to 3 direct report managers, 3 supervisors and 30 support staff
- Evaluate People, Process, and Technology to identify areas for efficiencies and improvement
- Ensure internal controls and procedures are working effectively and efficiently as designed and follow generally accepted accounting principles
- Assist and lead team in preparing financial and statistical reports that determine success and guide operation decisions –Month End Close and budget to actual analysis, multi-entity and inter-company consolidations
- Inventory management and cycle counts
- Operating and Capital Expenditure Budget collaboration, creation, management, and analysis
- Long term financial planning – Partner with VP of operations to ensure financial health of organization
- Implement process improvements and process change that improve efficiencies through technology
- Project Manager on ERP conversion from Microsoft SL to Sage Intacct, Implementation

Pioneer Valley Regional School District, Northfield, MA

Director of Finance-Remote from July 2019-July 2021

July 2018-Aug 2021

Treasurer

Jan 2018-June 2018

5 rural schools, \$14.2+ million dollar budget

- Serve as management member of finance/central office team
- Lead operating and capital budget development, management, and analysis
- Rebuilt Budget Infrastructure using Google Sheets to create and collaborative process
- Created and updated policies and procedures in collaboration with Policy Subcommittee
- Preparation and oversight of Monthly Close and Financial Statements
- Prepare state financial reporting monthly and annually
- Reconciliation and Review of all General Fund and Sub-ledger accounts
- Prepare and approve accounting entries initiated by finance department
- Manage financial transactions and related operations in coordination with school and department administration
- Provide support and management of Student Activity accounts at all 5 schools

- State and Federal Grants Management; application, funding requests, compliance and end or year reporting
- Treasury Management; Cash flow management, review monthly reconciliations, approve transactions
- Oversee and direct general accounting functions; A/P, Payroll, Human Resources, and Treasury
- Train Finance and other personnel on processes related to all accounting functions
- Implement and oversee internal controls, policies, and procedures as the relate to financial management
- Oversee/Manage/Implement accounting software maintenance and user security
- Collaborate with district auditors; provide all schedules and information requested
- Collaborate with Town Accountants, Finance Committees, and School Committee
- Manage all district borrowing/debt service
- Federal School Lunch monthly reports/claiming
- Monthly Sales Tax filings
- Created Filing Systems and communications to allow for remote work for myself and staff

Responsibilities-Treasurer 1/3/2018-6/30/18

- Assist Business Manager/DOF with Financial Reporting and Budgeting
- Advise Accounts Payable/Payroll Department with Financial procedures
- Process all district deposits
- Research prior district financial recording and recommend improvement
- Implement policies and procedures to increase compliance
- Assist Assistant Superintendent in preparing corrective action plan for School Lunch Fund
- Recommend reporting improvements to increase transparency and support effective decision making
- Reconciliation of multiple district bank accounts
- Preparing monthly Treasurer's report

Town of Ashburnham, Ashburnham, MA

Town Accountant/Director of Finance-Hybrid

Dec 2012-Oct 2017

- Manage \$8M Municipal budget
- Report to and carry out duties per the Board of Selectman
- Oversee/Reconcile Monthly Town Receivables with Tax Collector
- Prepare YTD budget reports bi-weekly and report to Board of Selectmen
- Reconcile all cash and balance sheet accounts
- Review fund accounts for accuracy and compliance
- Manage grants and Capital Project spending
- Prepare financial statements and annual state tax reports
- Review and post Municipal Payroll
- Coordination with All Town departments regarding financial operations
- Prepare Annual Town report/CAFR
- Custody of all Contracts and Grants
- Guide Treasury Department regarding Payroll/Benefits/Employee Records
- Process Accounts/Warrants Payable
- Collaborate with Town Administrator and Police Department on fleet capital plan

C&S Wholesale Grocers, Keene, NH

Staff Accountant/Senior Accountant

Aug 2008-Apr 2011

- Prepare weekly management reports (gross profit and general accounting)
- Identify, Analyze and Resolve variances in weekly management reports
- Review management reports with corresponding groups weekly/monthly
- Prepare balance sheet reconciliations by analyzing general ledger activity and
- Propose/prepare adjusting journal entries.
- Prepare special financial analysis as requested by management
- Reconcile GL/Bank statements weekly, Monthly, Quarterly, and Annually

Wardlow and Cash, CPA, Crystal River and Inverness, FL

Staff Accountant/Senior Accountant

2005-2008

- Prepare Individual and Corporate returns
- Perform Government and Not-for-Profit Audits
- Perform monthly client write-up
- Prepare and review Monthly, Quarterly, and Annual Financial Statements
- Prepare monthly sales tax returns and quarterly payroll returns

CERTIFICATIONS/MEMBERSHIPS/ACHIEVEMENTS

- GFOA / FGFOA member since 2024
- Award for Excellence in Financial Reporting – GFOA 2024
- Massachusetts Municipal Accountants and Auditors Association
 - -Certified Governmental Accountant March 2014

PROFICIENCIES/OTHER SKILLS

- Accounting Software
 - Tyler Technologies Suite of products (ERP/Munis , Infinite Visions)
 - Sage Intacct
 - CCH Prosystems FX
 - Microsoft SL (Solomon)
 - Various Tax Preparation Software
 - Hyperion
 - Sage Fixed Asset Management
 - Oracle systems (beginner during implementation at C&S)
 - Quickbooks
- Microsoft Office Suite
 - Excel-Advanced
 - Word-Advanced
 - Power Point – Intermediate/Advanced
 - Google Docs, Google Sheets
- GAAP/GASB
- Managing/Creating Paperless filing systems
- Payroll Systems
 - Tyler Technologies
 - Paylocity
 - ADP
 - Quickbooks