

DAVID SCHOR, CPA, MBA

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SUMMARY

Finance and accounting expert with over a decade of experience focusing on nonprofit organizations and small to mid-size corporations. Expertise in budgeting, financial reporting, general ledger, vendor relations, cost management, audit preparation and management, and strategic planning. Transparent, high-integrity leadership style characterized by hard work, leading by example, and collaboration.

KEY SKILLS AND QUALIFICATIONS

Budgeting and Cost Management	Financial Forecasting & Analysis
Accounting Management (AP; AR; GL)	Staff Management
Contract Management	Audit Preparation & Planning
Systems: Sage, Peachtree, QuickBooks, Microsoft Dynamics (Great Plains) / Management Reporter / Forecaster, Payroll (Paychex, CompuPay, ADP), Oracle ERP	

EMPLOYMENT HISTORY

Principal | Northwest Accounting & Financial Management 2010 – present
Accountant and financial manager providing a full range of services to small businesses and nonprofits focused on social services, technology transfer, housing, and the arts. Example clients include Street Yoga, New Roots Fund, Seattle Arts and Lectures, and the University of Washington. Services include:

- Direct staffing at Interim Controller and Finance Director level.
- Monthly, quarterly, and year-end closings: Regular closings to maintain accuracy in accounting for pledges, fixed assets and other complex areas, and annual close procedures for year-end audits.
- General Ledger: GL and bookkeeper oversight and account reconciliations for GAAP-compliance.
- Reporting: Preparation of financial information for standard and ad-hoc reports. Standard reports include Statements of Financial Position (Balance Sheet), Statements of Activities (Profit & Loss), and Cash Flow Statements.
- Audit preparation: Adjustments and corrections/cleanup work to prepare for efficient financial audits.
- Budgeting and planning: Budgets, needs assessments, financial projections and cash flow forecasts for fiscally sound operations.
- Startup / Turnaround Planning: Consulting to small businesses with startup and turnaround efforts through market research, financial analysis, cost controls, and general business planning.

Finance Director / Controller | FareStart 2014 – 2015
Managed finance team for \$10M nonprofit that provides culinary job training and placement to homeless and disadvantaged individuals, and runs a café, a restaurant, and contract meal and catering services.

- Supervised staff of three to carry out accounting, budgeting, and analysis for all aspects of the business
- Oversight of billing, collections, receivables management, revenue reporting, and cash flow forecasting
- Managed cash and investments, and relationships with banks and key vendors
- Prepared monthly and annual financial statements, 990 forms, and other returns; manage annual audits
- Participated in strategic planning for opening new locations and new business operations

Director of Finance and Administration | Common Ground 2011 – 2013
Chief financial officer at \$2M nonprofit consultancy providing affordable housing development services to Washington nonprofits. Spearheaded cost containment drive to save over \$200K per year.

- Conducted and supervised all accounting, financial management, budgeting, analysis and reporting functions, and maintained financial transparency and a healthy balance sheet
- Actively managed contracts, funds, and relationships with banks and key vendors
- Administrative oversight of IT systems, office lease, human resources and employee benefits
- Prepared audited financial statements, Form 990 and other returns, and served as liaison with auditors
- Participated in strategic planning and decision-making as part of management team
- Lead by example, demonstrating a high level of professionalism while supporting staff and organizational development, and a successful merger with Bellwether Housing
- Billable services included construction accounting, reporting, cash management, and auditor liaison

Senior Financial Analyst | OpenMarket Inc.

2007 – 2009

Performed financial reporting and analysis for division of publicly-traded high-tech company which grew from \$10M to \$30M, and advanced from fourth place to number one mobile commerce aggregator, during my tenure.

- Developed financial reporting procedures and meaningful management reporting package. Reported on revenues, costs and related drivers, service volume, asset base, headcount, and statistics on top customers.
- Prepared and maintained company's first gross margin analysis to recognize differences in business segments and focus sales efforts, resources and investment towards most profitable segments and away from least profitable. Division Planned fiscal year budget, updated forecasts as conditions changed, and compared actual results to budget
- Performed monthly accounting, accruals, receiving, invoicing, cash flow reporting, journal entries, reconciliations, and ad hoc projects

Auditor | PricewaterhouseCoopers

2004 – 2007

Auditor | Bader Martin

2003 – 2004

Developed expertise in audit preparation and planning through planning and executing thorough, cost-effective audits for commercial clients ranging from \$5M to \$400M in revenue in real estate, manufacturing, software, media, and professional services.

- Supervised junior staff, providing formal periodic evaluations as well as daily coaching
- Applied GAAP to review assets, liabilities, revenues and expenses for compliance, concentrating on high risk areas. Accomplishments include audit of complex inventory for manufacturing client from raw materials to finished goods; and audits of real estate client's fixed assets in periods of significant acquisitions and sales.
- Assisted clients in SEC filings for public offerings, quarterly and annual reporting
- Assisted clients in Sarbanes-Oxley compliance, documentation, review and testing of internal controls
- Performed accounting functions for clients including contract reviews, capitalizing fixed assets, preparing depreciation/amortization schedules, inventory analysis, and due diligence for acquisitions and other financing needs
- Prepared annual tax filings for businesses, individuals and trusts

EDUCATION**University of Washington**, *Masters in Social Work candidate (evening program)*

Seattle, WA

University of Massachusetts, *Masters in Business Administration (full scholarship)*

Amherst, MA

University of Massachusetts, *Bachelors of Science in Civil Engineering*

Amherst, MA

COMMUNITY ACTIVITIES

Parkview Services *Board Director and Treasurer*, 2010 – present. Provide financial and operational oversight, advising nonprofit in its affordable housing mission. Hands-on financial planning and budgeting, accounting, and audit management.

Seattle General Toastmasters *Member*, 2007 – present; *Vice President of Education*, 2008 – 2011. Advise new members on public speaking, maintain weekly meeting schedule.

Jewish Family Services *Social Work Advocate*, 2012 - 2013. Advocated for healthcare, insurance benefits, and social services to help people with disabilities live independently and improve their quality of life.

Catholic Community Services Youth Tutoring Program *Tutor*, 2005 – 2011. K-12 Tutor in after-school tutoring program for at-risk youth. Students are from diverse backgrounds, and are often the first generation of their families to speak English.

JT News *Board Director and Treasurer*, 2003 – 2005. Provided financial and operational oversight, advising nonprofit in its mission to bring relevant news to Seattle's Jewish community.

Women's Transportation Seminar *Board Director and Treasurer*, 1996 – 1998. Served nonprofit dedicated to advancing women in the transportation industry, and improving our public transportation systems.