

CARMEN PAVEL

EXECUTIVE SUMMARY

Highly experienced, proficient, and dedicated Controller/Accounting & Finance Manager with twenty years of progressive and successful experience in the field. Extensive and diverse accounting and finance experience in large and small for-profit or non-profit organizations. Very organized, quick learner, logical and critical thinking decision-maker, with an analytical, detailed approach to researching and problem solving. Highly proficient in MS Office, Yardi, MRI, PeopleSoft, QuickBooks, Sage, PayScan, Paychex, ADP.

AREAS OF EXPERTISE

Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger, Balance Sheet Reconciliation, CAM and Taxes Reconciliation, Financial Analysis & Management Reporting, Cost Accounting, Strategic Financial and Business Planning, Information System Implementation, Managerial and Human Resources Experience, Audit and Internal Control, Interact with External Auditors, International Accounting Experience, Foreign Currency Transactions, Value Added Tax (VAT), Staff Supervision and Training, Corporate Accounting, Project Management, Budgeting and Forecasting, Payroll, Individual and Company Income Tax Return, Sales Tax Return, W2/W3 and 1099/1096, Accounting Policies and Procedures

PROFESSIONAL EXPERIENCE

CBRE, Dallas TX

February 2017 - Present

Accounting Manager (October 2018 - Present)

- Supervise a team comprised of Financial Operations Analysts and Senior Accountants;
- Train new employees in software, policies and procedures, completeness, accuracy and consistency of financial reports;
- Verify that clients' financial records are maintained by the accounting team in accordance with CBRE policy and clients' special requirements;
- Coordinate, review and approve clients' budgets, reforecasts and oPx reconciliations;
- Oversee the accounting team's work pertaining to clients' requirements that are part of clients' external audits;
- Propose, and upon approval, generate new accounting standard operating procedures (SOPs);
- Oversee staff's compliance with CBRE's internal controls for client data confidentiality;
- Review and approve financial packages for accurate and comprehensive reporting, including posting of all expenses, accruals, owner's distribution, funding requests, and other advanced level accounting transactions;
- Assist internal or external customers with technical accounting issues;
- Assist clients with their internal or external audits;
- Hire, train, and, if applicable, discipline employees;
- Involved in various financial projects as assigned.

Senior Accountant (February 2017 – October 2018)

- Complete and review accounting transactions used for preparing clients' financial reports;
- Train new employees in software, policies and procedures, and completeness, accuracy and consistency of financial reports;
- Review financial reports completed by other employees;

- Generate and review financial packages for accurate and comprehensive reporting, including posting of all expenses, accruals, owner's distribution, funding requests, and other advanced level accounting transactions;
- Ensure that internal and external reporting requirements are met and in accordance with Client Accounting Policies and Procedures;
- Proactively research accounting issues for earlier detection and corrective action planning;
- Answer and resolve issues and requests made by various management teams and clients;
- Create and review property budgets and forecasting for assigned properties;
- Conduct and review purchase/sale proration, create lease abstracts;
- Constantly volunteer for various accounting projects;
- Continuously search for solutions to improve process efficiency;
- Maintained great relationships with internal or external customers in an effort to prevent or correct accounting-related issues.

Platte Valley Medical Center, Brighton CO

May 2014 – December 2018

Senior Accountant (FT On-Site 5/2014-6/2016 and PT Remote 7/2016-12/2018)

- Budgeting, forecasting, financial statements analysis, accounts reconciliation, financial statements consolidation, prepare journal entries for the hospital's consolidation, financial reports for new positions requested by Department Directors, payroll for 6 clinics with 9 locations (over 100 physicians and support employees), calculate and review physicians' compensations and benefits, account payable, preparing meeting agendas, and many other accounting and financial duties requested by the Vice-President of Finance and/or Director of Accounting;
- Reviewed and amended clinics' financial and accounting policies and procedures;
- Prepared and submitted documents to external auditors;
- Collaborated with the Human Resources Department for employees' benefits and status changes, and elaborate periodic reports pertaining to employees' information;
- Maintained great relationships with all vendors and other internal or external customers in an effort to prevent or correct accounting-related issues.

Best Accounting LLC, Brighton CO

February 2013 – July 2016

Co-Owner

- Bookkeeping, A/P, A/R, bank statements reconciliations, payroll, software implementation, financial statements preparation, budgeting, forecasting, variance analysis, cash management, and personal and business taxes for clients with one or multiple locations in various fields: fine dining and fast food restaurants, farms, telecommunications, car dealerships, churches, etc.;
- Developed and implemented internal controls for various clients aimed at cost reduction and compliance with revenue and workplace laws;
- Prepared periodic federal and state reports of earnings, taxes, and deductions for various clients and assist them with Human Resource functions.

R&S Best Expert Conta LTD, Romania

February 2007 – July 2012

Partner / CEO

- Coordinated Accounting, A/P, A/R, bank statements reconciliations, financial statements, payroll, budgeting, financial analysis, cash management, external auditing, human resources, recruiting and project management for various companies such as DHL, OMV-Petrom, Huawei Technologies (HTC), VAT System, Makita, Prista Oil, etc.
- Reviewed and amended financial and accounting policies and procedures for various clients;
- Project Manager for software implementation for various clients;

- Elaborated all governmental reports regarding sales (VAT report), payroll, and annual corporate income tax report for a variety of national and international clients.

OMV Petrom Oil & Gas, Romania

December 1997 – November 2007

Managing Controller of the Refining Division (March 2006 - November 2007)

- Managed a team of 12 controllers;
- Coordinated the preparation and analysis of budgets, forecasts, variance analysis and various financial reports for a Refining Division with an approximately \$4 billion annual budget;
- Designed strategies for improving Controlling activity and efficiency in the Refining Division, which resulted in cost reduction of 12%;
- Project Manager for SAP implementation;
- Set, monitor, and check procedures & controls, to ensure the compliance with all reporting requirements as issued by the OMV Group.

Manager of Joint Ventures and Debts Monitoring Department - Internal Audit Department of OMV Petrom Oil & Gas (January 2005 – February 2006)

- Managed a team of 6 senior accountants;
- Analyzed Joint Ventures activities and performances based on 40 companies' financial statements and performed national and international audits;
- Reviewed and amended financial and accounting policies and procedures;
- Initiated plan proposals for performance improvement for JVs; some proposal resulted in cost reduction;
- Monitored debts owed to OMV Petrom and initiated procedures of collecting them.

Manager of Contracts Analysis Department - Internal Audit Department (July 2003 – December 2004)

- Coordinated analysis of sales contracts, deliveries and debts tracking;
- Various financial reports.

Manager of Financial Internal Control Department of Petrobrazi Refinery (February 2003 – June 2003)

- Managed a team of 6 senior accountants and accountants;
- Coordinated of analysis and approval for all documents involving patrimony encumbrance and transformation;
- Coordinated of financial internal control of the Refinery.

Manager of Financial Analysis and Prices Department (May 2001 – January 2003)

- Managed a team of 6 senior accountants;
- Coordinated the preparation and analysis of budgets, forecasts, cash flow, cash management, variance analysis and various financial reports for Petrobrazi Refinery;
- Project Manager for Oracle implementation;
- Setting and analysis of prices and costs, and IAS reporting.

Manager of Financial Office - Accounting Department (September 1999 – April 2001)

- Managed a team of 18 senior accountants and accountants;
- Coordinated clients, suppliers, taxes, payroll, bank and cash accounting;
- Supervised bank reconciliation and cash management of the refinery;
- Elaborated various financial reports.

Senior Accountant (December 1997 – August 1999)

- A/R, bank statements reconciliations, and various accounting and financial reports

EDUCATION

- Colorado State University Global Campus, CO – **Master of Science in Professional Accounting – February 2019 - 4.0 GPA**
- CNAM - Paris, France - “Business Administration” **Graduate Certificate – January 2002**
- “Titu Maiorescu” University of Bucharest, Romania – **Bachelor of Sciences with specialization in Accounting, Finance and Banks - July 1997**

CERTIFICATION / AWARDS

- CBRE – Greatest Contribution by a REALM Accounting Professional – 2020
- Colorado State University Global Campus – Applied 21st Century Accounting
- Colorado State University Global Campus – Advanced Accounting and Auditing Award -2018
- Certified Auditor in the European Union since November 2008
- Expert / Certified Accountant in the European Union since February 2007

SYSTEM SKILLS

- Operating systems: Windows, Mac OSX, DOS;
- Software: strong experience with MS Office – Excel (Vlookup, Pivot Table, etc.), Word, PowerPoint, etc., QuickBooks, Yardi, MRI, PayScan, Sage (former Peachtree), AccountEdge, Paychex, ADP, and some working experience with FoxPro, Oracle Applications and SAP;
- Online file sharing: iCloud, ShareFile, Google Drive, TeamViewer.

OTHER

- March 2006 – November 2007: Project Manager inside SAP Applications Implementation Project at OMV Petrom Oil and Gas Headquarters;
- May 2001 – February 2003: Project Manager inside Oracle Applications Implementation Project at Petrobrazi Refinery;
- September 2000 – May 2001: Team Leader inside Oracle Applications Implementation Project at Petrobrazi Refinery;
- September 2000 – May 2001: Oracle Application courses;
- September 2000: Arthur Andersen – International Accounting Standards (IAS) courses;
- Fluent in Romanian.