

HAROLD K. CHANDLER

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CAREER SUMMARY

I provide sound financial management to ensure successful growth of the organization in a way that promotes personal dedication and a collaborative team-driven contribution

EXPERIENCE

May 2008 – November 2008 CommunicationWorks, LLC Washington, DC

Chief Financial and Administrative Officer

- Oversee all fiscal operations of the company
- Ensure compliance with federal and local authorities in tax, finance, and human resource issues
- Lead software upgrade and education for time and expense tracking software
- Coordinate with office manager and IT vendor to maintain operation of IT systems and applications
- Manage accounts receivable and accounts payable to maximize efficiency and cash flow
- Manage cash and investment holdings and banking relationships
- Create and distribute weekly reports that improve efficiency of time and expense submission from associates
- Ensure accuracy and compliance with regulations and governing authorities on finance and human resources
- Provide guidance and systematic information to CEO and COO to optimize prudent decisions
- Participate as member of executive management team to ensure profitability and sustained growth of the company

2006 - 2008 College Summit, Inc. Washington, DC

Director of Finance and Accounting

- Prepare balanced annual budget and cash flow projection coordinating input from 27 department managers
- Manage and build annual operations plan and budget for the Finance and Accounting Department
- Prepare monthly financial statements and ensure their accuracy and timeliness and deliver departmental reporting with recommendations to drive cost efficiencies throughout organization
- Prepare schedules and statements for annual financial audit (including A-133 Audit)
- Prepare worksheets for IRS Form 990 tax filing for non-profits
- Review all receipts and disbursements, ensure effectiveness of internal controls safeguarding assets
- Ensure complete and up-to-date operating procedures for all accounting and financial processes
- Monitor organizational investment portfolio and maintain and grow relationships with financial institutions
- Ensure compliance with all financial and contract reporting requirements for private or public funding, licensing, and regulatory agencies
- Collaborate with executive leadership to prepare and present financial operations updates for the board of directors finance committee and audit committee

2003-2006 Institute for the Psychological Sciences Arlington, VA

Business Operations Manager

- Manage all fiscal operations for the Institute, including budget preparation and control, accounts payable, accounts receivable, student accounts, cash flow, and procurement
- Provide human resource administration and outsourcing of payroll and benefits for all employees
- Conduct orientation for all new employees on benefits, administrative procedures, and safety plan
- Oversee general maintenance and safety for campus physical plant
- Implement actions of strategic plan at the operational level
- Manage information technology relationship with vendor and serve on IT Services Committee

1996-2003

Washington Adventist University

Takoma Park, MD

Director of Finance

- Manage all fiscal operations for non-traditional adult students on two campuses, including budgeting and budget management, accounts receivable, financial clearance and student accounts
- Manage entry of all course registrations for the adult education program and graduate program
- Orient new students on financial policies and registration procedures
- Manage communication flow from Office of Records and Office of Financial Aid to adult students
- Facilitated operations for 67% growth in 1998
- Designed and implemented many operational changes to improve quality and customer service
- Promoted to Director of Finance from Admissions and Financial Coordinator (1997)

EDUCATION

- **M.B.A.**, Business Administration, University of Phoenix, Maryland Campus, 2001
- **B.B.A.**, Business Management, Loma Linda University (now LaSierra University), 1991
- **Advanced High School Diploma**, Takoma Academy , 1987

ACTIVITIES

- Two-Term Assistant Treasurer (volunteer) for non-profit social organization, 2006-Present
- Member, National Black MBA Association
- Notary Public, Washington, DC and Member, National Notary Association
- Adjunct Instructor, Information Systems, Washington Adventist University, 2003-2007
- Volunteer Writing Coach, College Summit, Summer Workshops, 2006 and 2007
- Former Member, National Association of College and University Business Officers
- Elected, Staff Representative, Washington Adventist University Board of Trustees, 2001
- Inducted, Sigma Rho Pi, Graduate Honor Society, 2001
- Volunteer, Anthony A. Williams for Mayor Campaign, Washington, D.C., 1998/2002
- Student Association President, LaSierra University, 1990-91

AWARDS

- International Who's Who of Professional Management, 1998
- Outstanding Young Men of America, 1998

COMPUTER PROFICIENCY

Microsoft Dynamics Great Plains, FRx, QuickBooks, Sage Timeslips, word processing, spreadsheet, database, desktop publishing, and Internet, including: MicroSoft Office, Corel Suite, Lotus, Adobe PageMaker, MS Visio. Undergraduate instructor in the areas of electronic commerce and human-computer interaction.

SPECIAL SKILLS

Gifted writer, oral presenter and an accomplished vocalist

REFERENCES AVAILABLE BY REQUEST VIA E-MAIL OR FAX
