

SAMUEL L. SPRITZER

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OBJECTIVE

Solid not-for-profit financial manager with a very strong IT background desires to leverage combined skill-sets to provide an organization with a most cost effective individual.

QUALIFICATIONS

- ◆ Financial management experience includes:
 - account analyses
 - audits
 - budgeting
 - cash management
 - cost allocations
 - financial and operational reporting
 - government contract management
 - internal controls
 - policy and procedure development
 - systems implementation and training
- ◆ Information technology experience specializing in Accounting and Financial systems includes:
 - business process review
 - business process re-engineering
 - gap / fit analysis
 - implementations and upgrades
 - report development
 - standard operating procedures
 - testing
 - training
- ◆ Systems worked with includes:
 - Apprise Financials and Distribution
 - Quickbooks
 - Great Plains Dynamics 9
 - Macola Progression Financials and Distribution
 - Peoplesoft
 - ADP HRizon and Enterprise
 - AccPac
- ◆ External financial reporting experience includes IRS form 990, New York State G750 and CFR.
- ◆ Administrative experience includes involvement in non-financial areas including Purchasing, Human Resources and Facilities Management.
- ◆ Consistently called upon to perform a dual role of Functional / Technical Specialist due to career paths in Information Technology and Accounting.
- ◆ Dedicated goal-oriented, self-starter, “hands-on” management style.
- ◆ Characterized by others as a leader by example, incisive in identifying problems, imaginative in finding and implementing solutions and strong in comprehensive accurate planning.
- ◆ Enjoys challenges presented by the “unknown” to come up with the best possible solutions and, by the ever-changing technology world. Always seeks ways to enhance and improve current skills.
- ◆ Recognizes the need to be innovative and creative, both as an individual and as a team player.

PROFESSIONAL EXPERIENCE**INDEPENDENT CONTRACTOR**

8/2007 - present

As an **Independent Contractor**, worked with various organizations on a part-time, as needed basis.

Developed and supported reports using Crystal Reports and SQR. These efforts included:

- ◆ operational and financial reports for a retail / wholesale distributor of consumer goods.
- ◆ report card and student schedule layouts for a large Erie County school district.
- ◆ executive summary reports for an IT service organization.
- ◆ customizations and modifications to the ADP Enterprise HRMS and HRizon HRMS product lines for selected hosted customers.

WILLCARE, Buffalo, NY

11/2007 to 6/2009

Programmer / Software Engineer for a \$40 million home health care agency. Responsibilities included developing business intelligence solutions and, maintaining, supporting and upgrading various applications and databases.

- ◆ Developed and maintained home health agency operational, compliance and audit reporting solutions utilizing Crystal Reports, Crystal Enterprise, rePORTAL and DataLink Viewer, Great Plains Dynamics 9.
- ◆ Provided subject matter expertise in translating user requirements into solutions.
- ◆ Support of applications consisted of troubleshooting, researching and following up of issues and working with outside vendors to resolve.

ADEPTIV SOLUTIONS, Williamsville, NY

4/2004 to 8/2007

Business Process and Intelligence Analyst for a shared services component of a \$100 million retail and wholesale distributor of consumer goods. Responsibilities included developing reports, applications, processes and procedures to better utilize technology as a solution of manually performed labor.

- ◆ Developed over 100 high quality reports utilizing Crystal Reports, DataLink Viewer and VisualCut. These reports included operational and financial statements, account analyses and compliance reports. Systems included Apprise Financials and Distribution, a custom built POS system and Quickbooks.
- ◆ Provided subject matter expertise in the appropriate allocation methodology and basis for the various shared services functions.
- ◆ Developed Standard Operating Procedure manuals, which match internal control requirements to their appropriate accounting system components.
- ◆ Created automated processes to post Accounts Receivable subsidiary ledger information between systems.

OLSONITE CORP, Newnan, GA

12/2002 to 4/2004

Director of I.T. responsible for the company's information systems reporting to the Chief Executive Officer and Chief Financial Officer. Hands-on responsibility for entire infrastructure based on Windows Server 2003 and Exchange 2003 included servers, desktops, laptops and related peripherals.

- ◆ Provided support and maintenance for Macola Progression Financial and Distribution software.
- ◆ Designed and developed reports and applications.
- ◆ Managed and coordinated all contract support staff and vendor relationships.
- ◆ Implemented system administration processes and procedures.
- ◆ Performed cost benefit and return on investment (ROI) analyses on all recommended strategies.

COMPUTER TASK GROUP, Buffalo, NY

6/1997 to 12/2002

Full life cycle involvement in systems implementations and upgrades, customizations, testing, developing interfaces / bridge programs and reports. Background included strong proficiency in client / server-based ERP systems with emphasis in PeopleSoft Financials and Distribution, ADP CSS HRizon HRMS and MUNIS Financial Systems. Clients worked with range from public school districts to multi-million dollar

global corporations. Roles performed included project planning, internal control and accounting subject matter expertise, business process analysis and re-engineering and, gap and fit analysis.

Language Development Program, Tonawanda, NY 2/1994 to 6/1997
Controller for a \$7 million, 250 employee, 500 student special education school for children with multi-disciplinary disabilities. Reported to the Treasurer and Executive Director. Supervised a staff of four and, Management Information Systems and Maintenance Departments.

Responsibilities included:

- ◆ Fiscal management including financial reporting, grant reporting and third-party reimbursement, budgeting, cash management, internal controls, IRS Form 990 and New York State Consolidated Fiscal Reporting.
- ◆ Systems management including network administration, hardware and software purchasing and maintenance.

Achievements included:

- ◆ Restored fiscal health to organization through complete re-engineering of the financial and information systems functions including implementation of internal, budget and cash management controls, re-training of staff, and assisted in upgrading of Human Resources functions. The organization showed a surplus for the first time in seven years and maintained a surplus in each of my years there.
- ◆ Completed conversion of a customized accounting system to AccPac Plus within four months and converted from Paychex payroll system to an in-house system (UltiPro). Prior to that, was responsible for converting from ADP AutoPay II to Paychex.
- ◆ Reduced Accounts Receivable aging from over 90 days to within 30-45 days through the development of tracking reports and concise file management. During my tenure at LDP, the bad debt write-off was less than 1%.
- ◆ Reduced Accounts Payable aging to within 30 days resulting in stronger vendor relationships and lower prices.
- ◆ Developed many high quality management reports using a combination of the vertical applications along with Microsoft Office. This also involved the development of bridge programs and links among the various applications. Chiefly among this was the creation of a bridge program from the AccPac General Ledger system to the New York State Consolidated Fiscal Report.
- ◆ Complete overhaul of computer network including upgrading of server and workstations utilizing Novell Netware 3.12 and Windows NT 3.51 and tripled the number of workstations utilized. Maintained program of upgrading with the addition of a 56K and T1 line to satellite location and, supervised further upgrade including the introduction of Citrix WinFrame WAN.
- ◆ Negotiated continuing Line of Credit coverage and additional coverage necessitated by the prolong state budget process.
- ◆ Instituted various programs of cost savings including outsourcing of Purchasing functions and development of long-term commitments from vendors.
- ◆ Served on various committees and task forces for Pension and Pension Investments, Corporate Reorganization, Program Expansion and the Financial Council of the Board of Directors.

Edwin Gould Academy, Chestnut Ridge, NY 8/1990 to 2/1994
Director of Accounting and Systems of a newly organized 172 bed, \$9 million child care agency. Reported to Executive Deputy Director – Programs and Administration.

Responsibilities included:

- ◆ Fiscal management included financial reporting, grant reporting and third-party reimbursement, budgeting, cash management, internal controls, IRS Form 990 and New York State Charities Registration Form 497.
- ◆ Systems management including network administration, hardware and software purchasing and maintenance.

Achievements included:

- ◆ Developed and implemented all systems of internal control involving receipts, purchasing, disbursements, fixed assets and petty cash. This resulted in an audit management letter for which no comments or recommendations were made for the fiscal years end June 30, 1991, 1992 and 1993.
- ◆ Successfully developed and implemented financial statement format which incorporated AICPA task force recommendation for consolidating fixed assets with general operating funds.
- ◆ Implemented cost reporting system which targets specific cost activities and provides Senior Management with appropriate tools to effect savings in those areas.
- ◆ Researched, recommended and installed systems network and integrated accounting system utilizing IBM-PC-compatible computers on a Novell network.

Covenant House, New York, NY

6/1981 to 8/1990

Director of Finance of an \$18 million, 500 employee not-for-profit subsidiary of the world's largest privately funded child-care agency. Reported to the Board of Directors, Executive Director, and Corporate Vice-President of Finance.

Responsibilities included:

- ◆ Overall fiscal management including financial reporting, grant reporting and third-party reimbursement, budgeting, cash management and internal controls.

Achievements included:

- ◆ Reorganized the Finance Department to ensure a stronger internal control structure. Increased accuracy and efficiency by 33% and, reduced processing and reporting turnaround time by 50% without increasing the staff size.
- ◆ Served as liaison to Funding and Development staff in securing new government funding resulting in a 50% increase in this source of funding.
- ◆ Through the use of micro-computers, developed and implemented cost allocation methods which resulted in the ability to report the costs of each direct care program.
- ◆ Developed and implemented cash flow management system enabling Corporate cash managers to accurately project cash needs and invest surplus funds.
- ◆ Developed and implemented budgeting system which allowed department managers to track their budgetary performance on a monthly basis.
- ◆ Involved in selection, conversion and implementation of mainframe computer accounting software for the general ledger, accounts payable and payroll systems on IBM System 38 and AS400.
- ◆ Involved in the reorganization of the agency which saw an existing program become a separate agency and the development of a program in the State of New Jersey. Provided technical support in the start-up of the respective financial functions including systems procurement, training and on-going support. Assisted in obtaining the appropriate certificates and licenses.
- ◆ Assisted in the development and implementation of an agency-wide micro-computer network utilizing both DOS-based and Macintosh-based equipment and operating systems. Trained staff in use of applications.
- ◆ Served on Corporate committees impaneled to promote efficiency among the parent organization and three subsidiaries. Committees served included Finance, Purchasing and Data Processing.

EDUCATION

B.B.A., Accounting / Finance - Pace University, Pleasantville, NY

REFERENCES

References available upon request.