

THOMAS BEATON • info@BeatonAccounting.com

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SENIOR CORPORATE ACCOUNTING SPECIALIST

Skilled in corporate accounting, payroll and income tax preparation, regulatory compliance procedures, financial analysis, general ledger management, annual budgeting, and quarterly forecasting. Record of progressive advancement in strengthening administrative processes, enhancing reporting and forecasting capabilities, and eliminating work flow redundancies. Thrive in environments requiring the ability to manage high workload volume, meet multiple deadlines, and train staff.

Proficiencies:

- Benefit, Insurance, Pension Plan & 401(k) Administration
- Annual & Capital Budgeting
- Financial Operational Analysis
- Payroll Processing & Tax Filing (W-2 / 1099R / 1099Int / 1099Misc / 940 / 941 / 945)
- A/R, A/P & Collections
- P&L Operations Management

CAREER EXPERIENCE

CFM SERVICE CORP , Moriches , New York

(\$5MM Service Contractor)

Controller - October 2004 to Present

- Coordinated, prepared and reviewed all accounts receivable, accounts payable, payroll
- Facilitated lending institutions for increased lines of credit
- Organized thorough review of all federal and state tax compliance issues
- Closely monitor all insurance included but not limited to auto, umbrella, general liability & workers compensation

DCI DANACO CONTRACTORS, INC., North Babylon, New York

(\$16MM HVAC Mechanical Contractor)

Controller - 2001 to July 2004

Accountable for all General Ledger; compile requisitions and ensure subsequent payment of invoices. Monitor job costs through utilization of work-in-progress analysis. Prepare requisition forms, AIA's G 702 and continuation sheets G703. Utilize retainage to secure funds until construction projects are completed.

- Implemented a series of document-handling initiatives to significantly reduce workflows and improve customer requisition processing.
- Obtained and secured increased credit line to \$250,000 for securement of American Express purchases.
- Led transition to high quality insurance team to support greater revenue flow.

BUILDING SERVICES INTERNATIONAL OF NEW YORK, INC., Moriches, New York

(\$15MM maintenance and custodial service provider to government, commercial, and industrial accounts.)

Controller - 1996 to 2001

Recruited to launch start-up of retail division; major catalyst in growth of company from \$3.6MM annual budget to current \$15MM level. Executed diverse scope of daily operations, P&L, accounting, tax compliance, and human resource management functions; reported directly to President. Managed a staff of 8 and an annual budget of \$15MM. Monitored daily cash flows; tracked status of all invoices to ensure timely payments, maximize discounts, and avert penalties. Accounted for timely filing of all payroll tax returns and reports.

PBI PUBLISHING INTERNATIONAL, Glen Cove, New York

(\$2MM book publisher of interior design buyers)

Controller - 1995 to 1996

Direct report to President; executed all critical aspects of accounting practices for this book publishing company.

- Prime facilitator in maximizing collection of receivables and implementing strengthened collections practices.

JODEE PLASTICS, INC., Hicksville, New York

(\$3.5MM wholesaler of plastic extrusions)

Controller - 1993 to 1995

Bolstered bottom-line of plastic extrusion manufacturer through competency in executing all facets of cost accounting operations with a particular focus on A/P, A/R, payroll, and general ledger. Direct report to President.

FRANK COLONNA, JR., CPA, Commack, New York

Tax Accountant - 1990 to 1993

Honed knowledge and skills in tax accounting procedures, preparation of individual and corporate returns, and processing of back tax and current payments. Highly effective in resolving taxpayer problems and working with a diverse array of clientele.

Freelance Engagements:

1990 to Present, Small Business Accounting & Individual Income Tax Preparation

Representative Client: FRS, Inc., Huntington, New York (subrogation company)

TECHNICAL TOOLKIT

- Accounting Software: SBT / Solomon / Real-World / QuickBooks /QuickBooks Pro / PeachTree / Acc-Pac Great Plains / Timberline
- General Productivity: MS Excel / Lotus 123 /dBASE

EDUCATION

BS in Accounting

CW POST / LONG ISLAND UNIVERSITY, Brookville, New York