

# Christopher H. Lambert, CPA

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*Credentialed accounting professional with 27 years of progressively responsible financial leadership roles; Expertise in GAAP and managerial accounting; Excellent financial analysis skills; Experienced manager with strong track record of developing staff and improving processes to improve financial decision-making.*

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## PROFESSIONAL EXPERIENCE

**Sacred Heart Seminary and School of Theology, Inc. Franklin, Wisconsin**  
**Vice President for Finance and Business Services**

**June 2018 - Present**

Converted the annual budget process from a Word-based to Excel allowing for import capabilities reducing input time and errors. Added new and more relevant charts and graphs to the budget packets presented to the SHSST and Priests of the Sacred Heart (aka SCJ) boards providing clearer and more concise financial and enrollment information than was previously presented. Worked closely with the Accounting Manager to develop a process to track grant expenditures to aid in reporting requirements. Moved phone service from TDS to VOXO in July 2019. There were some issues with the initial conversion but all have been resolved. The change will save SHSST about \$6K a year. Moved payroll processing services to Payroll Control Systems which eliminated paper timecards and provided more efficient timekeeping and enhanced reporting for employees via a web portal allowing them to access their paystubs, W2's etc. Worked with SCJ community leadership and Sodexo to determine better food preparation options. This collaboration resulted in SCJ's purchasing a new flame grill, pizza oven and Panini grill presses to enhance the dining options. Responded to student complaints and brought in Anodyne Coffee Roasters to provide fresh ground coffee and assorted syrups. The relationship with Anodyne has also created marketing opportunities for SHSST (Sacred Heart blend). Transitioned from in-house IT support to an outsourced solution which will provide onsite and remote support to the School, SCJ Provincial and Development Office allowing for greater continuity of processes and sharing of common resources.

- ❖ Prepare monthly and annual financial statements and analytical reports: advise department leaders in financial and budget matters
- ❖ Coordinate, oversee and compile annual budget information
  - ❖ Present preliminary budget to Finance Committee and Board of Directors
  - ❖ Create and submit final budget (including supplemental narratives, graphs and charts highlighting areas of interest) to the Priests of the Sacred Heart for final approval
  - ❖ Load final budget figures into financial/accounting software
- ❖ Oversee and supervise Finance, Food Service, HR, IT and Physical Plant departments
- ❖ Serve as member of senior leadership on the President's Council and Rector's Cabinet

**Hebron House of Hospitality, Inc. Waukesha, Wisconsin**  
**Director of Finance and Administration**

**Jan 2012-June 2014, Jan 2015 - June 2018**

Prepared and presented monthly financial information to Executive Director and Board of Directors. Worked with the Finance Committee and Board Treasurer on financial matters and budget process. Worked with funding sources including HUD and United Way Greater Milwaukee & Waukesha County and ensured adherence to grant contract requirements. Worked with City Alderpersons and procured \$15,000 of funding for Emergency Response Shelter from the City of Waukesha. Gathered information for and help write SSSG and CDBG grants. Collaborated with Director of Programs and Compliance and write year end reports for United Way Greater Milwaukee & Waukesha County. These reports summarize not only financial information but program statistics, outcomes and goals for the upcoming year. Collaborated with Director of Development to ensure donations are reconciled and properly recorded. Coordinated annual audit and respond to auditor's questions and prepare management responses. Monitored cash flow and borrowing on the line of credit. Initiated closing procedures allowing financial information to be completed and submitted to Executive Director and Board Members in a timely manner. Oversaw Human Resources, IT, Risk Management and Property Management & Maintenance.

- ❖ Closed the month and prepare financial statements
- ❖ Reconciled and maintain balance sheet accounts
- ❖ Oversaw the work of an Accounting Assistant and a Maintenance Coordinator

**Easter Seals Southeast Wisconsin, West Allis, Wisconsin**  
**Financial Services Director**

**June 2014-Dec 2014**

Managed a Business Office consisting of 4 individuals responsible for medical and funder billing, daily deposits, and general accounting. Analyzed and reported monthly financial information to CEO and COO. Provided quarterly financial performance results, analysis and explanations of variances along with necessary forecasts of agency projected results to COO and CEO. Responsible for preparing \$12MM agency budget consisting of 20 departments and 30 funders and 250 employees. Reviewed budgets with Managers and provide guidance and suggestions as necessary. Presented preliminary budgets to COO and CEO.

- ❖ Closed the month and prepare financial statements
- ❖ Tracked and reviewed Accounts Receivable collections with CEO and COO
- ❖ Reviewed monthly account reconciliations
- ❖ Worked closely with other Directors regarding financial issues
- ❖ Oversaw the work 4 Accounting clerks

**Trustway Homes, Inc. Pewaukee, Wisconsin**  
**Controller (Part-time)**

**March 2009 – Dec 2011**

Closed the month using the completed contract method of accounting for this and 4 affiliated companies. Created a dashboard for the President summarizing relevant financial information. Continually streamlined the budgeting process. Closed out the year and produced financial information and schedules for an outside accounting firm.

- ❖ Analyzed and presented financial information to President
- ❖ Reconciled and maintained balance sheet accounts
- ❖ Prepared sales and use and personal property tax returns
- ❖ Oversaw the work of an Accounts Payable/Receivable clerk

**Stay-at-home Dad**

**Oct 2005 – March 2009**

Studied for and passed CPA, CMA, and CFM examinations on the first attempt while caring for my daughter.

**PA Staffing Service, Inc., Milwaukee, Wisconsin**  
**Financial Manager**

**Oct 2004 – Oct 2005**

Oversaw all corporate accounting and payroll functions of a temporary services firm employing over 2500. Created, reviewed and analyzed monthly financial statements. Managed a staff of 2 Payroll Clerks and 1 Accounts Payable/Receivable Clerk. Developed worksheet and narratives to supplement the monthly financial statements enabling branch managers and President to better interpret and evaluate financial performance.

- ❖ Worked closely with branch managers to interpret and analyze financial statements
- ❖ Oversaw weekly payroll functions for 2500 temporary employees
- ❖ Balanced and maintained balance sheet accounts
- ❖ Monitored borrowing on a revolving line of credit

**Mahler Enterprises, Inc., Milwaukee Wisconsin**  
**Accounting Manager**

**July 2003 –July 2004**

Oversaw the daily corporate accounting functions of a janitorial services firm. Created, reviewed, and analyzed monthly financial statements. Supervised accounting staff of 2. Cut 4 days from monthly closing by initiated closing deadlines for Accounts Payable and Receivable.

- ❖ Monitored borrowing on a revolving line of credit
- ❖ Provided ad-hoc reports and analysis for the CFO
- ❖ Oversaw office payroll administration
- ❖ Reviewed accounting procedures and monthly financial statements for an affiliated company

**Glassmaster Controls Company, Inc., Kalamazoo, Michigan**  
**Asst. Treasurer**

**April 2000 – April 2003**

Glassmaster Controls was the subsidiary of the parent company based in South Carolina. Oversaw the daily corporate accounting functions. Worked closely with the Corporate Treasurer based in South Carolina. Created, reviewed, and analyzed monthly financial statements. Supervised accounting staff of 2. Cut 1 1/2 days from year-end physical inventory reducing plant down time.

- ❖ Monitored borrowing on a revolving line of credit
- ❖ Coordinated annual physical inventory
- ❖ Investigated variances from standards and reported findings to production and executive management
- ❖ Balanced and maintained balance sheet accounts
- ❖ Oversaw Payroll and Human Resources administration

**Universal Forest Products, Inc., Grand Rapids, Michigan**  
**Operations Accountant**

**Feb. 1998-April 2000**

Reviewed accounting for 13 plants in the southwest region of the U.S. Mediated and resolved inter/intra company transfer issues. Trained regional staff on best accounting practices. Discovered one of the plants was paying Canadian invoices in U.S. dollars and recovered \$8,000 in overpayments.

- ❖ Maintained balance sheet account reconciliations and coordinated corrections as necessary
- ❖ Audited and maintained accurate General Ledger account usage by the plants
- ❖ Prepared state sales and use tax returns and audited accuracy of charges and exemptions

**First of America Bank Corporation, Kalamazoo, Michigan**  
**Financial Analyst**

**Oct. 1994-Jan. 1998**

Reviewed, analyzed, and reported month-to-month variances for revenue and expense accounts. Reviewed and reported on vendors in relation to revenue and expense accounts to determine trends and explain variances.

- ❖ Performed budget preparation, analysis and maintenance
- ❖ Provided ad hoc analysis and supplemental material to support management
- ❖ Calculated daily reserve requirement and reported information to Federal Reserve

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**EDUCATION, CERTIFICATIONS & MEMBERSHIPS**

Western Michigan University, Kalamazoo, MI - Bachelor of Business Administration Degree in Accounting May 1994

Certified Public Accountant, Wisconsin 2008

Certified Management Accountant (CMA) 2006

City of Waukesha CDBG Board 2019 – Present

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