

Christopher H. Lambert, CPA

Credentialed accounting professional with over 20 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.

PROFESSIONAL EXPERIENCE

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

Jan 2012-June 2014, Jan 2015 - Present

Prepare and present monthly financial information to Executive Director and Board of Directors. Work with the Finance Committee and Board Treasurer on financial matters and budget process. Work with funding sources including HUD and United Way Greater Milwaukee & Waukesha County and ensure adherence to grant contract requirements. Worked with City Alderpersons and procured \$15,000 of funding for Emergency Response Shelter from the City of Waukesha. Gather information for and help write SSSG and CDBG grants. Collaborate 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. Collaborate with Director of Development to ensure donations are reconciled and properly recorded. Coordinate annual audit and respond to auditor's questions and prepare management responses. Monitor 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. Oversee Human Resources, IT, Risk Management and Property Management & Maintenance

- ❖ Close the month and prepare financial statements
- ❖ Reconcile and maintain balance sheet accounts
- ❖ Oversee 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

Oct 2004 – Oct 2005

Financial Manager

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

July 2003 – July 2004

Accounting Manager

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

April 2000 – April 2003

Asst. Treasurer

This 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 Recourses administration

Universal Forest Products, Inc., Grand Rapids, Michigan

Feb. 1998-April 2000

Operations Accountant

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

Oct. 1994-Jan. 1998

Financial Analyst

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 monthly Canadian currency revaluation entry

EDUCATION & CERTIFICATIONS

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

Certified Public Accountant, Wisconsin 2008

Certified Management Accountant (CMA) 2006
