

# PATRICIA TESSMER-WENTZ

MARIETTA, GA 30062

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## PROFESSIONAL PROFILE

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More than 25 years' experience, providing superior accounting services and leadership in fast-paced office environments. A highly-organized, team-oriented professional, with a proven track record of managing sensitive financial and employee information, with utmost integrity. With keen attention to detail, while maintaining data, ledgers and all accounting records.

- Accounting Department Management
- Cash flow forecast planning
- Budgeting company & projects
- Implement Financial Reporting
- Accounts Payable, Accounts Receivable and General Ledger Management
- Quickbooks On line & Desktop, 25+ years expertise
- Payroll, HR Management & 401K Plan Administration
- Sales Tax Administration
- Insurance Administration
- Quality Assurance
- Procurement

## EXPERIENCE

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**Accounting | Controller | Bookkeeper , Owner - Bang! Accounting, Inc. – Atlanta, GA** **1995 to Present**

*Provide controller and full charge accounting services for profit and non-profit companies*

- Business-critical advisory services for a variety of clients
- Establish accounting processes and procedures including implementation of accounting applications
- Standardize accounting file systems
- Implement processes for budgeting and forecasting on overall business and grants

### Future Foundation, Non-profit

- Increased income by capturing and reducing unnecessary expenses and allocating expenses properly
- Improved efficiencies in the accounting department and overall company.
- Reduced grant approval/failure rate
- Reduced payroll rework

### SGS Management, Retail Company

- Managed retail company's financial department facing impending bankruptcy to remain solvent
- Created a consolidated, consistent bookkeeping and financial reporting processes for company's 20 independent retail outlets
- Increased cash flow by reducing lost revenue, loss due to theft, and reduced expenses
- Created processes which reduced unnecessary expenses for timely filing of sales tax, license tax, payroll, financial reporting

### Hothouse, Inc. Entertainment industry promotions agency

- Created financial system and processes to enable the small independent marketing firm's growth from 2 employees with \$100k billings to 35 employees with \$6 million in billings.

### West Hill Global, Startup company with investors

- Created cohesive accounting system, implemented payroll process with vendor
- Created invoicing system for contractors and employees

### Georgia Probate, Probate law firm

- Improved financials to provide quality reports to enable filing of three years of back taxes
- Created reporting systems and executive reviews weekly and monthly to include Cash Flow and Accounts Payable and Receivable

## EDUCATION

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Georgia Southern College – Business Administration

## ADDITIONAL

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- President, Home Owner's Association Board, Cityscape Condominiums, Atlanta GA (2008 to 2012)
  - Manage budgets, vendor contracts, property improvements, delinquent home owner resolution and other management issues for a 38-unit condominium complex.

