

MELANIE M. KRUSZONA

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ACCOUNTANT and FINANCIAL ANALYST

Effective finance professional with 25+ years of experience in accounting, auditing, budgeting and finance in large corporations, small businesses, and virtual work. Uses analytical skills and detail-focus to identify, recommend and implement improved financial decisions resulting in more productive, profitable and sound accounting and finance business operations. Committed to fiscal responsibility, integrity, professionalism, teamwork, and customer service.

QUALIFICATIONS AND SKILLS

- Financial statement reporting, budget preparation, data analysis, auditing, and compliance.
 - Skilled in written and verbal communication as well as relationship building.
 - Proficient in QuickBooks, Microsoft Office; Excel, Word, Outlook, PowerPoint.
 - Teleconferencing and cloud-based applications.
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PROFESSIONAL EXPERIENCE

City of Belleair Beach, Belleair Beach, FL

2012- Present | 2004-2006

Treasurer/Finance Director

As Chief Financial Officer, improved all aspects of finance department: financial reports, budget management, asset/debt management, treasury services, and pensions administration accounts payable, reconciling bank accounts, tax returns, payroll, general ledger closing.

- Received the *Award for Excellence in Financial Reporting* from the Government Finance Officers Association as a result of improvements to the Comprehensive Annual Financial Report (CAFR).
- Streamlined and improved \$5M budget preparation, administration, and reporting process, allowing council and end users to easily comprehend the data presented.
- Prepared a comprehensive Finance Department Operating Manual, along with finance policies and city budget manual, which has been adopted into the annual audit process.
- Facilitated multi-million-dollar financing of various capital improvement projects. Negotiated \$3M in funding for new city hall construction. Closed on \$2.1M bond for the undergrounding of a neighborhood in the city.

Tampa Bay Massage Therapy & Wellness Center, Inc., Seminole, FL

2009 – 2017

CFO/COO/Manager

Created and managed all aspects of new business (budget, procurement, marketing, operations, and staff) which yielded profits in the first year and continued to grow. All accounting and marketing performed remotely.

- Grew business between 15 – 20% each year through the use of strategic marketing (website design and search engine optimization), and superior customer service.
- Managed accounting functions: purchasing, medical billing, bank reconciliations, and financial statements.
- Sold business for profit after 9 years.

Neumann Accounting & Consulting, Inc., Seminole, Florida

1992 - 2014

Accountant/Consultant

Worked 90% remotely to complete accounting, audit and tax work for a variety of local businesses and municipalities. Accounting included: financial statements and reporting, payroll and sales tax, monthly write up and closings, reconciliations, and unemployment reports.

- Brought poorly operating small city's accounting data up to date and into compliance after previous annual audit resulted in findings. The subsequent audit resulted in no findings.
- Set up new government accounting system and wrote procedure manual, which remains in use.
- Acted as QuickBooks Pro consultant. Remotely assisted clients with accounting/bookkeeping questions, set up software for new businesses, and cleaned mismanaged files.

Wells, Houser & Schatzel. P.A., St. Petersburg, FL

2006 - 2008

Accountant/Auditor

Hired by CPA firm as an experienced municipal finance professional to perform public audits of local municipal governments and non-profits throughout Pinellas County. Worked on audits and personal, corporate and non-profit tax preparation.

- Discovered \$30K account for a client, which was used to make pension payments.
- Achieved highest billable hours and fewest hours lost in the first year.

PRIOR WORK HISTORY

The Hahn Company (Trizec Hanh), La Jolla, California

1989 - 1991

Staff Accountant

Worked remotely with staff at various properties throughout the United States providing accounting for individual construction projects.

EDUCATION, CERTIFICATIONS, TRAINING

Masters of Public Administration, Florida Gulf Coast University, 2016

Certificate in Public Administration, Florida Gulf Coast University, 2016

Bachelor of Science in Accounting, University of South Florida

PROFESSIONAL AFFILIATIONS

- Treasurer, Windward Bay Homeowners Association, 2018 – present
- International City/County Management Association, 2014 – present
- Florida Government Finance Officers Association, 2005 – present
 - Continuing Education - municipal accounting
- Government Finance Officers Association, 2005 – present
 - Award for Excellence in Financial Reporting, 2016, 2017, and 2018 submitted
- Florida City and County Managers Association, 2016 - present
- Board of Directors, Beach Arts Center, 2007 – 2008
- National Association of Accountants, 2002 - 2014