

OSCAR MARTINEZ

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FINANCIAL CONTROLLER / GENERAL ACCOUNTING MANAGER

Seasoned accounting professional with 23+ years of experience in public and private accounting.

Retail Accounting • Financial Statements & Reporting • Leadership • Payroll • GAAP
Accounts Payable / Receivable • Process Improvement • Audits & Taxation • Inventory Control

PROFESSIONAL EXPERIENCE AND SELECTED ACHIEVEMENTS

JEK BUILDERS, INC. – Dallas, TX

2008-Present

Manufacturing / retail company specializing in custom commercial and residential projects.

Controller, Direct accounting functions, including monthly / yearly financials, payroll for 40+ employees, sales / excise tax reporting, inventory control reporting, AP / AR, vendor setup, and contract billing. Manage accounting and sales teams, perform staffing functions, provide new hire and ongoing employee training, and serve as HR contact for benefits information, 401k, and performance reviews. Implement and enforce accounting-related procedural changes.

- **Facilitated transfer of 401k plan to new plan administrator**, attending meetings with financial advisors and company owner, and completing all required financial and legal paperwork.
- **Initiated documentation of all company policies and procedures** to streamline operations and for cross training purposes.
- **Managing transition in inventory process** from annual physical count to a cyclical counting system that entails entering and maintaining all inventory data electronically.

AZECO CORPORATION – Dallas, TX

2006-2008

Technology services offered by independently owned franchises and partner members across U.S. and Canada.

Controller / Compliance Manager, Oversaw all accounting and reporting functions at corporate headquarters. Received and analyzed financial information from franchisees on monthly basis, performing debt ratios and monitoring royalty collections. Participated in biannual training sessions as part of management team, and educated new and current franchisees on accounting package and integration of CRM application with accounting software.

- **Collaborated with corporate attorney to resolve all compliance and legal issues**, enabling the sale of franchises in all 50 states and in Canada.
- **Analyzed and prepared financial statements and reports for major audit** following company acquisition, and worked closely with accounting firm throughout audit process.
- **Contributed to complete overhaul of existing franchise business model**, participating in regular management meetings and providing accounting perspective. Facilitated implementation of new franchise financial model and marketing plan.

GREENS COLLEGE – Austin, TX

2004-2006

Private four-year college with campuses located in Texas and Oklahoma.

Accounting Supervisor, Managed student accounts and general ledger, and completed sales tax returns for campus bookstore. Supervised team of two, overseeing accounts payable function and payroll for 60+ faculty members.

- **Achieved record low in College's accounts receivable** through persistent collection of outstanding tuition and book charges, and settlement of other bad debts and accounts.
- **Implemented accounting software package** (Great Plains) and student accounting software (CAMS), and led training sessions for accounting staff.

FLANNIGAN & FITZGERALD, LLP – Tulsa, OK

1986-1996

One of top 25 CPA firms in the nation; also offers business advisory services.

Certified Public Accountant, interviewed and prepared tax returns and tax documents for clientele comprised of individuals, corporations, and partnerships.

- **Led government agency audits as accountant in charge**, visiting schools K-12 and reviewing financials, preparing documentation, reviewing and clearing comments, and submitting finalized compilation reports.
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PROFESSIONAL ASSOCIATIONS

American Accounting Association
Texas Society of CPAs

EDUCATION AND SKILLS

OKLAHOMA STATE UNIVERSITY – Stillwater, OK
B.S. Accounting

Technical Proficiencies: Microsoft Suite (Word, Excel, PowerPoint, Outlook), QuickBooks, RFMS, Great Plains, CAMS, Service CEO Software