

Janice Moen, CPA

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OBJECTIVE AND SUMMARY OF QUALIFICATIONS

I am a professionally qualified graduate of the AACSB Bridge Program seeking a position as college professor in an AACSB accredited college/university. I have experience in organizing, writing curriculum and instructing seminars for nonprofit organizations. Experience also includes presenting financial information to boards as well as other meetings with as many as 300 participants. I have nonprofit chief financial officer experience and public accounting experience, including audits for nonprofits, governmental, tribal and commercial entities. I also have experience in managerial accounting, including cost accounting for manufacturing and construction. I am proficient in many accounting software applications as well as Excel, Word, Access and Power Point.

EDUCATION

- AACSB Bridge Program, October 2009 <http://www.aacsb.edu/bridge/about.asp>
- University of New Mexico: Master in Accounting, May 2008
- New Mexico Certified Public Accountancy License, November 2001
- University of New Mexico: Bachelor of Business Administration-Accounting, July 2000

HONORS/ACTIVITIES

- New Mexico Society of CPAs 2007 Outstanding Member in Corporate Practice Award.
- New Mexico Business Weekly 2007 Top Performing CFO Award.
- New Mexico Society of CPA's Course Selection task force member.
- American Institute of Certified Public Accountants member.
- University of New Mexico, Anderson School Accounting Advisory Council.
- Worked with United Way's Center for Nonprofit Excellence to develop a financial training program for nonprofits from September 2006 through present.
- Mentored UNM Beta Alpha Psi students from September 2005 through May 2009.
- Developed a community event for UNM Beta Alpha Psi students to prepare tax returns for people with developmental disabilities.

TEACHING EXPERIENCE

I graduated from the AACSB Professional Qualified Bridge Program in October 2009. The program was seven days of instruction in understanding today's students, student learning styles, building a course, assessment and learning tools to measure student learning, dealing with classroom challenges and preparing exams. I was a team member for several projects during the training, including preparing and presenting for a simulated first day of class.

I developed the Nonprofit Financial Training Series at the United Way Center for Nonprofit Excellence by coordinating nonprofits training needs with local CPA's interested in enhancing their presentation skills. I wrote most of the first year's curriculum for the trainings as well as sample financial statements. I was one of four instructors at the first training on February 2006. Since then I have been very involved in matching trainers with topics, reviewing training material prior to each seminar and reviewing participants' evaluations of the trainers. I was also primary presenter for one or two sessions annually.

I have been a mentor for the New Mexico Society of CPAs and the Beta Alpha Psi mentor program. Since 2005 have mentored ten students. This program has been invaluable in seeing the education system from the student's perspective.

PROFESSIONAL EXPERIENCE

March 2005 – Present, **ARCA**, Albuquerque, NM, *Finance Director (CFO)*.

ARCA is a non-profit corporation serving individuals with developmental disabilities with \$25 million in annual revenue and 700 employees. I am responsible for all financial records, including accounts receivable, accounts payable, and payroll. I am also responsible for the preparation of monthly financial statements for three corporations. I generate annual operating budget for the corporation, the IRS 990 tax returns and the annual Medicaid cost reports. I also oversee the Finance, Information Technology and Office Support departments. I directly supervise three department managers and indirectly supervise seventeen employees.

Aug 2000 – March 2005, **REDW, LLC.**, Albuquerque, NM, *Senior Accountant*.

REDW is a public accounting firm, providing a full range of services. I completed various audit assignments for nonprofits, governmental entities, tribal entities, and commercial entities. I planned, supervised and prepared the financial statements for audits assigned. I was also assigned internal audit and accounting service engagements.

May 89 – Nov 96, **STEPPING STONES, INC.**, Moscow, ID.

Stepping Stones is a non-profit corporation serving people with disabilities.

- ♦ Oct 92 – Nov 96, *Executive Director*.
- ♦ Nov 89 – Oct 92, *Chief Financial Officer*.