

TONYA SMALLS, CPA, MBA

Jonesboro, Georgia

TonyaSmalls@comcast.net

(678) 480-8337 m

SUMMARY

CPA/MBA accounting and finance professional with over 15 years of work experience
Interested in obtaining part-time/Adjunct Faculty position teaching Accounting (including Not-for-profit and Fund Accounting) and Business Management courses

EDUCATION/CERTIFICATIONS

Babson College, AACSB International Bridge Program, October 2009

Emory University – Goizueta Business School, Masters of Business Administration, May 2005

Clark Atlanta University, Bachelors of Arts, May 1995, Major: Accounting; Summa Cum Laude graduate

Certified Public Accountant – Georgia

AFFILIATIONS

- American Accounting Association – member; Section memberships: Financial Accounting and Reporting, Government and Accounting, and Teaching, Learning, and Curriculum
- AICPA – member
- Georgia Society of CPAs (GSCPA) – member;
- National Association of Black Accountants – Atlanta Chapter: member. Former Atlanta Chapter board member: VP of Administration (1999-2001), Parliamentarian (1998 -1999)
- Henry County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (a public service sorority) – Treasurer (2009 – present); Chair, Audit Committee (2007 – 2009)

EXPERIENCE

American Cancer Society, Inc. (not-for-profit, 501(c) (3) organization; world's largest voluntary health organization devoted to fighting cancer)

November 2004 – present: National Home Office (NHO), Finance Department, Atlanta, Georgia

Chief Financial Officer – South Atlantic Division (June 2009 – present)

- Report to CEO of American Cancer Society, South Atlantic Division (SA Div). Member of the SA Div's Senior Leadership Team. Responsible for strategic leadership related to the accounting and finance operations of the SA Div, which is the largest Division of the American Cancer Society. Responsible for day-to-day oversight and management of SA Div accounting and finance operations, including month-end close, budgeting/forecasting, and financial analysis; Serve as Finance staff member on three SA Div Board of Directors Committees - Audit Committee, Stewardship Committee, and Investment Committee;

Managing Director – Finance (April 2008 – June 2009)

- Responsible for direct oversight and leadership of NHO Financial Reporting business unit. Financial Reporting business unit is responsible for nationwide coordination of the Society's annual external audit process and managing relationships with professional services firms providing audit services; all external financial reporting for NHO, ACS Foundation, ACS Cancer Action Network ("ACS CAN", a 501(c) (4) affiliate organization), and ACS, South Atlantic Division; technical accounting research and keeping finance leadership informed of accounting pronouncements and regulations that are relevant to Society and preparing white papers to document implications and appropriate treatment; functional reporting of expenses and ensuring that joint cost associated with fundraising appeals are functionally allocated per guidance reflected in SOP 98-2

- Lead and manage special projects, including preparing the organization for reporting impact of changes resulting from IRS Redesigned Form 990 which includes organizing cross-functional workgroups to perform gap analysis of new requirements and current reporting capabilities. Also **lead team responsible for developing methodology to create a nationwide functional cost allocation model** for Relay for Life events. There are approx 5,000 Relay for Life events across the country, events generate approximately 35% of the Society's nationwide revenues and deliver valuable information regarding the Society's various program services to approximately 3.5 million participants.

Director- Regulatory Compliance (March 2007 – April 2008)

- Manage the preparation, review, and filing of state and federal tax and informational returns for the entire Society (NHO, Divisions, and affiliate organizations), including the following filings to the IRS: ACS NHO Form 990, ACS Group Form 990, and ACS CAN Form 990; Responsible for Pension, SERP, and postretirement accounting, analysis, and reporting; Serve as primary Finance contact for Society staff regarding inquiries related to Pension. SERP and postretirement benefits accounting matters. Example: accounting and financial statement disclosures related to the implementation of FAS 158 – Employer's Accounting for Defined Benefit Pension and Other Postretirement Plans
- **Served on Society's workgroup responsible for analyzing the IRS draft redesigned Form 990 and assisted with preparation of Society's comment letter to IRS** as well as joint comment letter submitted by the Society, American Heart Association, and American Diabetes Association

Director – Accounting, Audit and Financial Reporting (January 2006 – March 2007)

- Led the accounting, internal, and external financial reporting functions, responsible for month-end close, quarterly and annual financial reporting for NHO, ACS Foundation, and preparation of annual Combined Financials reflecting financial results for the entire American Cancer Society (which includes NHO, ACS Foundation, Divisions, and ACS CAN)
- Conducted technical accounting research, prepared white papers documenting implications and appropriate treatment for the organization, and **served as technical accounting resource for Division CFOs and Controllers**. Examples: revenue recognition, lease accounting, fixed asset capitalization; also assisted NHO CFO with preparation of comment letter to FASB regarding the implementation of FAS 158

Managing Finance Director (November 2004 – January 2006)

- Served as liaison between Division Finance Leadership and NHO Finance Leadership regarding external audit related matters; facilitated weekly conference calls with Division CFOs and Controllers during audit season to ensure deliverables were completed in a timely manner, best practices were identified and communicated, and audit issues were resolved in a timely and efficient manner
- Managed ACS Foundation financial and accounting matters through issue resolution, oversight, and analysis of accounting function; Responsible for periodic reporting to ACS Foundation audit committee to provide timely and accurate financial information

Randstad North America (wholly-owned Subsidiary of Randstad Holding nv, currently a \$20+ billion provider of professional staffing services and the 2nd largest staffing organization in the world)

May 2003 – November 2004: Corporate Finance and Accounting Department, Atlanta, Georgia

Senior Manager – Consolidations and External Reporting (May 2003 – November 2004)

- Managed the month-end close process, prepared and analyzed monthly financial statements; Responsible for consolidating monthly financial statements of U.S. and Canadian entities; Provided financial results to North American Executive Management Team (i.e. Board of Directors) and submit financial results to Randstad Holding nv using Hyperion. **Presented with Best Reporting Company Award from Randstad Holding nv**
- Reported directly to Chief Accounting Officer (CAO) and complete special projects delegated by CAO and CFO of North American Operations

AirGate PCS, Inc. (was one of the largest PCS Affiliates of Sprint; acquired by Alamosa Holdings in 2005)

April 2000 – May 2003: Corporate Finance Department, Atlanta, Georgia

Senior Manager – Accounting /Assistant Controller (March 2002 – May 2003)

Accounting Manager (April 2000 – March 2002)

- Responsible for consolidating monthly financial statements in accordance with GAAP, FASB, and SEC regulations; Prepared monthly reporting package for distribution to Executive Management and Board of Directors; managed quarterly and annual SEC reporting process; Managed sales/use and property tax process and review returns to ensure accurate and timely submissions for the Southeast and Midwest regions. Initiated and supervised Vertex tax software implementation
- Served as Corporate contact for external audit process
- Reported directly to VP-Controller and completed special projects delegated by VP-Controller and CFO

PricewaterhouseCoopers LLP (world's largest accountancy and professional services firm)

June 1994 – April 2000: Business Assurance Practice, Atlanta, Georgia

Intern (June 1994 – 1995) Associate (1995–1997), Senior Associate (1997-2000)

- Over 5 years of Big 4 public accounting experience which includes external audit and internal audit engagements
- Planned, supervised, and executed financial statement audits for companies ranging from small closely held, high growth companies to large, multinational public entities, in industries including financial services, not-for-profit, and telecommunications
- **Served as an instructor at National Training Academy for Senior Associates, Managers, Directors, and Partners**
- Business Coordinator of PricewaterhouseCoopers – Atlanta's INROADS recruiting team
- **Served as an instructor at National Training Academy for entry level new hires**