Steven Heizmann, CPA, CGMA

Senior Staff Accountant, Auditor, Tax at Salter & Company, LLC - Entrepreneurial, Team-Player,

"Do what you can do. Do what you will do." - - - - - - - - - - My Secure Email Address: MrClassified@ProtonMail.com Steven Heizmann, CPA, CGMA https://about.me/StevenMHeizmann

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EXPERIENCE

Salter & Company, LLC

February 2016 - Present (7 months)

Senior Staff Accountant & Auditor, Tax, Software Specialities, Compliance

We Serve: Non-profits, For-profits, Government; Individuals. We serve: International & National clients, and Local clients to the Washington D.C. area. Our office is right off Metro, Red Line, in Bethesda, MD. Experience with: Financial Audits, Payroll Audits, Employee Benefit Plan Audits, Specialty/Compliance Audits, Software Recommendation, Installation/Setup, and Training/Maintenance (mostly Quickbooks suite products, Microsoft Access Databases, and Excel Financial/Compliance Models)1 Business Taxes: Sole-Proprietors, Partnerships, S-Corporations, C-Corporations (non-public companies only so far), Full Service Individuals Taxes/Tax Planning/Tax Research, Trust Funds, etc. Industry Specialties: Labor Unions, Law Firms, Manufacturing, Employee Benefit Plans (various industries): 401k Plan's, Pensions (Defined Benefit & Defined Contributions), Health & Welfare Funds, Food Industry, Yellow Book Audits (Government audits*), Startups (limited experience). *meet CPE requirements, but limited real experience with .gov engagements). Software Experience/Capabilities: Microsoft Products: Excel, Outlook, OneNote, Access, Word, PowerPoint, Publisher, OneDrive, Visio (limited experience); (All Microsoft versions to current - Office 365, Office 2016 products); Quickbooks (Mostly QB Online and Desktop, but have experience with all versions except POS and Enterprise, QuickBooks Online ProAdvisor since 2013, experience with desktop versions 2013 to current), CCH Prosystem Tax Software (Best, Highest Quality Tax Prep Software, 2010-2016 licenses), CCH Intelliforms, Adobe Professional Editions, Sharepoint.com, Windows Operating Systems (All through Windows 10), BNA Income Tax Planner Software (limited experience), Intuit Turbo Tax Software, Intuit Online Tax Pro Series (new account, just started using 2016), Confirmation.com, Creative Solutions Accounting Software Solutions (Auditing Software), Go-To-Meeting (conference calls, video), Asset Keeper Pro (limited experience).

The CPA Tax Shop, Inc.

August 2013 - Present

Certified Public Accountant

- Created and actively manage the website: www.cpataxshop.us , which includes monthly newsletter, client secure document uploading and downloading portal, as well as online payment availability. - Created LinkedIn, Google+, and Facebook business pages for CPA Tax Shop. - Tax Preparation: Individual & Small Business2 - Tax Planning - Tax Problems and Research - Year-round bookkeeping and CFO services (Virtual) - QuickBooks ProAdvisor Certified; Freshbooks Online bookkeeping; Xero Online bookkeeping, Microsoft Access Database for entire organizations with security concerns (formed strategic alliance with another database administrator/architect for finishing certain modules/features outside my area of expertise). - Working with a dairy industry startup company from Michigan: initial

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business plan and forecast- ed financial statements, product pricing strategy analysis considering costs per unit's calculations and competition pricing analysis, initial funding and schedule of CF analysis for start-up phase out to 3rd year of operations. - Consulting in different industries (tech, dairy, startup/incubators, special "classified" assignments/projects for small cross-functional .gov groups, relational, database related, financial and non-financial metrics. .....For more info, just ask.

Mudd & Lakes CPA LLC

January 2016 - February 2016 (2 months)

Tax Accountant

Part-time (nights/weekends) individual and business tax returns.

House of Ruth

November 2015 - December 2015 (2 months)

Temporary Staff Accountant

Accounts Receivable Accounts Payable Account Reconciliations Payroll

Maryland Hospital Association

2014 - 2015 (1 year)

Temporary Staff Accountant

Responsibilities • Bank Reconciliations • Investment Analysis, Financial Reporting Categorizations, and Reconciliations with Excel Models • Month-end close (as a temp., I assisted with, but was not lead) • A/R (basis duties, journal entries) • Multi-Entity Responsibilities Skills Used Accounting Software: Microsoft Dynamics GP (Great Plains) Accounting Software and ERP Solution, Microsoft Excel 2013, Microsoft Outlook 2010,

Dairy Technology Society of Maryland & DC

February 2009 - March 2013 (4 years 2 months)

Secretary & Treasurer | Volunteer

Organize events; maintain membership information using an access database, and generate mailing lists; write and distribute stationary using strategic alliance with FedEx Business partner to print, stuff, stamp, and mail all correspondence3 Created and actively manage the website: http://dairytechsocietymddc.webs.com, which includes all documents for organization in hyperlink to pdf format and a calendar of events Created and actively manage Dairy Technology Society of MD & DC's LinkedIn group, market organization using LinkedIn Created and actively manage Dairy Technology Society of MD & DC's Facebook Page & Google+ Page Collect dues and analyze event costs; make deposits; create basic financial statements; file tax forms to maintain EO status Help Scholarship Committee advertise annual scholarship awards; write scholarship application and flier and mail out to affiliate companies so the dues-paying affiliate company's employees of each plant/office will be able to apply for scholarship awards of $2,000 (usually 4 each year) Work with President and Vice-President of non-profit trade organization to make executive decisions for each year to meet desired goals, maintain adequate cash flows, and increase membership in an orderly but aggressive manner (33 new members after most recent LinkedIn marketing campaign 12/01/2012-12/24/2012 which brings total active membership to approximately 70 employees [about 50% increase in less than one month utilizing the power of social media])Management Accountant | Risk Management at Maryland & Virginia Milk Producers Cooperative

Maryland & Virginia Milk Producers Coop. Assn.

November 2008 - February 2013 (4 years 4 months)

Management Accountant/Risk Management

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Responsibilities included all aspects of the accounting cycle including running month-end independently. Annual master budget, 12-month rolling budget, annual and projected 5 year capital budgets Participated in monthly financial and KPI conference calls with senior management and accounting from other plants in our company's fluid division. Used GoToMeeting to present our reports and view the other plant's reports on a projector while we all were on the conference call. Had to explain the “story” behind the numbers and explain any variances, whether good or bad. Create and analyze profit and loss statement, balance sheet, a/r, a/p, payroll, enterprise resource planning (ERP) software, cash flow statement, written procedures and manuals, promotion analysis for when a product goes on sale Created and implemented several new accounting office policies that saved paper, time, and money Completed and emailed completed monthly compliance reports for state and federal governments.4 Made regular changes to Excel models to reflect changes in laws/regulations/reporting requirements. Create various Excel spreadsheets including costing products using what-if analysis and cost-volume- profit analysis to analyze our existing product line or to assist in decisions in whether to add potential new products or additional volume from a new customer Monitored product shrink using variance and statistical analysis within an Excel spreadsheet model; a daily report used by Plant Manager to monitor and identify problems in the plant as they are happening Complete most work assignments independently and with very little supervision Created and analyzed weekly K.P.I. reports, combine weekly reports into a monthly report for a check figure against monthly regulatory reports, and email to plant supervisors and upper management IBM Enterprise Resource Planning Software (and Crystal Reports): Entries, Maintanences, Problem Solving

Financial Industry Regulatory Authority (FINRA)

June 2007 - August 2007 (3 months)

Intern I

Developed a set of charts that provided an alternative method for monitoring Member Regulation's Key Performance Indicators (KPIs). The charts went into a pilot roll out to managers in each of the 15 district offices Independently researched and tested solutions to significant technical issues encountered during the development of the charts; presented recommendations to the team and implemented the solutions Conducted a quantitative and qualitative analysis of time reporting data and drafted a proposal for mapping users to the STAR platform

EDUCATION

Baylor University

2004 - 2008

Bachelor’s Degree, Accounting and Finance,

Grade: Partial Academic Scholarship All 4 Years - Maintaned qualifying GPA throughout.Activities and Societies: Activities and Societies: - Delta Sigma Pi, a professional co-ed business fraternity | Member and Intramural Chair (2 years). - The Baylor Lariot (journalism pieces). College years' work experience (non-professional): [See PROJECTS]St. Mary's Ryken High School (College Preparatory)High School, Honor's: Math, Science, & Latin IVActivities and Societies: - J.V. & Varsity Basketball* - J.V. & Varsity Baseball* - Varsity Cross-Country - Worked Part-time at a local Restaurant, evenings/weekends, junior/senior year. *Washington Catholic Athletic Conference (WCAC - http://wcacsports.com/index.php)

PROJECTS

Society of Puissant CPAs for Today's Innovator's Dilemmas

8 2016 to Present

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Members:Steven Heizmann, CPA, CGMA
Board Member

Database Administration

October 2008 to February 2013

Members:Steven Heizmann, CPA, CGMA
basis: Employee attendance disciplinary and incentive tracking; Sales trends by time, product line, etc., by exporting all the sales line items from our ERP software and importing them into the MS Access database (too many rows for Excel), creating queries and reports/graphs; Workers' compensation insurance, linked scanned documents by incident or employee such as doctor's notes, accident investigation reports, manager notes, and formal root-cause analysis; Maintenance parts inventory tracking and control; Engineer's plant equipment maintenance schedules, logs, and repair tracking (work orders/parts used by machine/labor used per job/machine) and notes. Generates maintenance reports that satisfy outside auditors demands while and Operational Issues/Recommendations database with time-stamped note adding ability

Management (Cost) Accountant

November 2008 to February 2013

Members:Steven Heizmann, CPA, CGMA
Annual master budget, 12-month rolling budget, annual and projected 5 year capital budgets Participated in monthly financial and KPI conference calls with senior management and accounting from numbers and explain any variances, whether good or bad. Create and analyze profit and loss statement, balance sheet, a/r, a/p, payroll, enterprise resource planning (ERP) software, cash flow statement, written procedures and manuals, promotion analysis for when a product goes on sale Created and implemented several new accounting office policies that saved paper, time, and money Completed and emailed completed monthly compliance reports for state and federal governments.9 Create various Excel spreadsheets including costing products using what-if analysis and cost-volume- profit Complete most work assignments independently and with very little supervision IBM Enterprise Resource Planning Software (and Crystal Reports): Entries, Maintanences, Problem Solving

Management

October 2008 to February 2013

Members:Steven Heizmann, CPA, CGMA
Managed 4 person accounting department (payroll, cooler, parts, & production) Rolled out and actively managed an employee training and development (and stat tracking) web-based program for 84 employees and 15 supervisors Presented (by myself) plant-wide mandatory PowerPoint presentations. Updated web-based training program with the certified modules for all attended standpoint. After analyzing negotiating strategies, created Excel models for calculating per union member costs including allocated overhead, and payroll matches/benefits and reports from attendance database that contract negotiation meetings. Created and implemented several successful attendance and safety incidents incentive programs Trained supervisors on MS Office products

Internal Auditor

November 2008 to February 2013

Members:Steven Heizmann, CPA, CGMA
Acted as our plant's internal auditor Participated in annual outside accounting audits: physical inventory sample checks, printed journal entries from worksheets before they are entered into the Enterprise Resource Planning (ERP) system, furnished any documents they requested, answered any questions they had 4 years of successful or "clean audits" and explaining any trends/changes in accounts identified by the auditor. Furnished any documents they requested. Account Reconciliations

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Environmental, Health, & Safety (EHS) Manager

November 2008 to February 2013

Members:Steven Heizmann, CPA, CGMA

management and plant supervisors all agendas, meeting minutes, , and updated summary plant training and compliance reports Conducted regular safety, health, and environmental audits (plant walk-through's) throughout the day and formal plant inspections with documented check-lists at least once every month Worked closely with the corporate Environmental manager in making sure that we were in compliance with all laws and regulations ; refrigeration; chemical's labels (MSDS sheets in tabbed notebooks always current and in convenient locations around the plant), chemical storage, and chemical disposal; EPA guidance

Risk Manager

November 2008 to February 2013

Members:Steven Heizmann, CPA, CGMA

and other plants that our head Safety guy (all plants) and outside insurance toured our plant and processes to see what we were doing right. Self-taught myself all the reports, records, laws, regulations, and policies for risk management/workers' compensation insurance, Good Manufacturing Practices (GMP's), Safe Quality Food (SQF) Standards, Hazard Analysis and Critical Control Point (HACCP) Food Safety, Plant Entry and Security, and then train/teach all the employees and supervisors in our plant (100+ people) Represented our plant on the national Dairy Emergency Response Team by attending dairy industry terrorist and crisis management training with the Department of Homeland Security and FBI in Washington entire plant at plant-wide mandatory meetings.

Bank Management - Special Case Study Research & Report/Presentation Project

October 2007 to Present

Members:Steven Heizmann, CPA, CGMA

Capitalists for feedback and discussion/analysis.

Version

September 2007 to Present

Members:Steven Heizmann, CPA, CGMA

at the time. Master's of Math students, Masters and Bachelor's select students, and other business school professors.

Technology Paper - Classified - Signed Confidentiality Agreement/Release

2006 to Present

Members:Steven Heizmann, CPA, CGMA

internships.

Manpower Temp Agency

Members:Steven Heizmann, CPA, CGMA

Manpower Temp Agency - Ad-hoc data-entry assignments and manual labor temp assignments

12 Red Lobster* (under Darden)

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12 Red Lobster* (under Darden) time student, lower-level classes.
https://www.darden.com/ *Darden no longer owns the Red Lobster chain.

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Chaney Enterprises

Members:Steven Heizmann, CPA, CGMA

Chaney Enterprises coordination and execution for outgoing loads, various tools and equipment, Bobcat, etc. 90-110 hour week schedules, some management functions such as creating employee incentive/motivation/reminder posters.

http://www.chaneyenterprises.com/

Singleton Electric

Members:Steven Heizmann, CPA, CGMA

Singleton Electric sheets for foreman, ran wire, bend pipes (conduit), and by end of summer was assigned my own projects to plan and execute with little supervision. Worked at one of the most high-tech facilities in the U.S. at the time.

http://www.singletonelectric.com/

FINRA (formally NASD)

Members:Steven Heizmann, CPA, CGMA

FINRA (formally NASD) relevant work experience for details.

VOLUNTEERING

Homeland Security

2010 - 2013

Dairy Emergency Response Team (DERT)

Registered Occassional Dog Walker, ad-hoc assistance at The Humane Society of Charles County

2015 - Present

Humane Society

Secretary/Treasurer/Business Manager/Social Media Relations at Dairy Technology Society of

Maryland & DC

2009 - 2013

The Dairy Technology Society of MD & DC

2009 - 2013

LANGUAGES

English (Native or bilingual proficiency), Latin (Honor's IV), (Limited working proficiency)

SKILLS

Financial Statement Analysis, Profit & Loss Statement, Balance Sheet, Cash Flow Statement, Certified Public Accountant (CPA), Chartered Global Management Accountant, (CGMA), Budget Forecasts, Account Reconciliation, 7 Monthly Close, Excellent Managerial Techniques, Microsoft Access, Microsoft PowerPoint, Microsoft Word, Microsoft Outlook, Microsoft Onenote, Microsoft Publisher, Time Management, Operations Management, Teamwork, Risk Management, Entrepreneurship, Manufacturing, Strategy, Social Media, Negotiation, Nonprofits, Networking, Macros, Business Intelligence, VBA, Attention to Detail, Report Building, Financial Variance Analysis, Website Development, Workers' Compensation Claims, Quickbooks ProAdvisor, Tax Accounting, Small Business Tax, Tax Research, Federal & State Income Tax Compliance, Leadership, What-if Analysis,

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Presentation Skills, Quantitative Finance, CPA, Pricing Analysis Modeling, Cost Accounting, Tax, Freshbooks, Xero

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