

Roy Stillwell

Skills

- MRI Real Estate Software
- Microsoft Excel Expert
- Report Creation
- Fixed Asset Management / Depreciation
- Financials
- General Ledger reconciliations
- Budgets / Actual-to-Budget Analysis
- AP / AR
- Bank Reconciliations
- Petty Cash Management

Current

Senior Accountant / IT Management

Bellevue, WA

June 2008 – current

- Oversaw implementation of new accounting system (MRI Real Estate Software) and serve as onsite administrator and custom report writer
- Train staff on new accounting system and all other software (Microsoft Office 365, Axys Securities tracking software, Workshare document comparison software, and more)
- Financial statement consolidation for 50 separate entities using Microsoft Excel and Spreadsheet Server
- Streamlined financial statement consolidation process from 3 weeks to 2 days
- Fixed Asset Management
- Streamlined monthly depreciation process from 14 days to less than 1 day
- Treasury function for 8 owners (net worth over 400 million), 4 businesses (over 30 million in annual revenue and a valuation of over 400 million), and a large philanthropic non-profit foundation
- Successfully within budget and time frame, implemented all new desktop, server, and network infrastructure
- Consolidated telephone and network access for multiple locations saving over \$500/month while increasing bandwidth and services available

Legacy Management Group LLC – Purchased by Guardian Real Estate Services in 2012

Finance Manager

Everett, WA

April 2005 – June 2008

- Full charge bookkeeping for 24 separate properties with over \$2.5 million in revenue
- Researched budget variances of more than 10%
- Reconciled 100+ bank accounts with a combined cash value of over a million dollars
- GL reconciliation
- Prepared financial statements
- Compared budget to actual
- Journal entries
- AP entry

Wal-Mart Distribution Center 7018

3001 East State Farm Road North Platte, NE 69101 (308) 535-3228

Systems Supervisor

February 2003 – August 2004

- Supervised the daily activity of 4 employees
- Processed and/or oversaw the daily processing of orders
- Troubleshoot hardware and software problems on equipment valued over a million dollars
- Created customized spreadsheets to track compliance with department objectives
- Communicated with “home-office” personnel on major issues or problems

DM2 Software, Inc.

7700 NE Greenwood Drive #200 Vancouver, WA 98662 (800) 866-5151

Account Manager

December 2001 – September 2002

- Analyzed current business practices
- Advised on new processes
- Installed MAS90 / DM2 software
- Imported previous data into new system
- Trained on the use of the new software
- Trained on new business processes

Nelson & Dennis Petroleum Company, Inc.

1125 - 80th St. SW Everett, WA 98203 (425) 353-9701

Pricing/IT Manager

June 1997 – November 2001

- Monitored daily input of rack pricing
- Reviewed daily margin reports for abnormalities
- Researched abnormalities
- Entered and maintained special pricing
- Created special accounting reports
- Entered new inventory items
- Maintained existing items
- Entered cost changes
- Assisted in creation of pricing strategies
- Entered 'tax' setups for vendors and customers
- Worked with sales staff on maintaining target margins