

Sylvia R. Rogers, CPA

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Controller / Accounting Manager

Accounting professional with over 14 years of experience, including 10 years at the management level. Deep knowledge of GAAP. Expert in complex tax issues. Skilled in developing financial controls and new processes to reduce costs, streamline operations, and improve profitability.

Education & Certification

WALSH COLLEGE — Troy, Michigan

Masters of Applied Science in Taxation (2001)

Bachelors of Applied Science in Accounting (1999)

Certified Public Accountant — Michigan

Notary Public

Experience

ADAMS & ASSOCIATES, PC — Trenton, Michigan — Closely-held public accounting firm

Manager/CPA, 2005 to Present

Senior Accountant, 1998-2005

Provide accounting, financial planning, fiscal management, payroll, and tax services to a wide range of businesses, nonprofits, and individual clients. Provide controllership services to corporate, partnership, and other business entities. Prepare and analyze client's financial statements and develop financial forecasts. Represent clients in Federal and state tax audits. Supervise and mentor Staff Accountants and Administrative Assistants.

- Marketed and won new accounts with 55% of current client base.
- Reduced client shortages account by 85%.
- Designed a system to cross-check client's invoices and purchase orders, reducing duplicate payments and overcharges for one small business by 15%.
- Researched and implemented new profit centers for the firm.
- Trained staff in financial statement analysis, payroll tax preparation, and year-end closing.
- Converted key clients to Creative Solutions online computer system, interfacing with our system and enabling efficient administration of payroll and 401ks.

ST. MARTINS, INC. — Garden City, Michigan — Start-up construction company

Office Manager, 1993-1998

Managed all financial and office operations as a key member of the management team. Managed accounting and controller services, including A/P, A/R, financial analysis, and reporting. Supervised an office assistant. Managed human resources, payroll, and 401k for 40 employees.

- Negotiated a 20% savings on supplies with vendors.
- Established and implemented QuickBooks system for the company.

Professional Affiliations

Member, Michigan Association of CPAs (MACPA), 1995-present

- Federal Tax Task Force Member
- Accounting for the Tax Practitioner Task Force Member

Member, American Institute of Certified Public Accountants (AICPA), 2001-present

Member, South Metro Association of Certified Public Accountants (SMCPA), 1998-present

Skills & Expertise

*Public & Private
Accounting*

Fiduciary Accounting

GAAP

Financial Management

Financial Analysis

Budget Management

Forecasting

Cash Management

Tax Preparation

Trust & Estate Taxation

Payroll Management

Financial Planning

Compilations & Reviews

*Start-Ups, Acquisitions,
and Divestitures*

Collections

SOX Compliance

*Human Resources &
Benefits*

Employee Supervision

Computer Skills

*Microsoft Office Suite:
Word, Excel,
PowerPoint, Outlook*

*QuickBooks and
QuickBooks Pro Advisor*

Peachtree

*Thompson's Creative
Solutions Suite*

Drake