

MONICA P. RICKETTS

8836 Scenic Vista Court, Orlando, FL 32818 (407) 298-2715

jazziempat@aol.com**ACCOUNTANT/MANAGER/CONTROLLER**

Accounting professional with extensive experience in financial reporting & analysis, budgeting & forecasting, cash management and cost control, for multi-unit and multi-industry organizations. Team player with ability to interface with all levels of management, possess excellent written and verbal communication skills. Core competencies include:

Financial Statement & Management
Reporting
Accounts Analysis / Reconciliation
Operating Budget Preparation
Annual Audit Coordination

Revenue Projection & Reconciliation
Cash Management
Accounts Payable/Receivable Management
Job/Project Cost Analysis

PROFESSIONAL EXPERIENCE

City of Orlando – Families, Parks and Recreation

November 2008 – Present

Seasonal – Accounting

Consultant to various partners including: Community Concepts Services, Inc., Bridge to Independence, Urban Think Foundation/Page 15, Orlando After School All-Stars, Orlando Community & Youth Trust.

- Establish / maintain accurate accounting and recording of revenues and expenditures
- Process payroll, quarterly returns, W2 and 1099 reports
- Prepare grant program expenditure reports and reimbursement requests.
- Assist in gathering financial and other information for grant requests
- Prepare annual tax returns (990)

Americare School of Nursing/Americare Acquisitions – Fern Park, Florida October 2007 – Jan 2008

Contract – Controller Level

Hired to perform year to date period close converting from cash to accrual basis, prepare necessary reconciliations and audit schedules, work with auditors to compile final audit report to support purchase of school by Americare Acquisitions. Assist Business Manager with transition to new system.

CHEP USA – Orlando, Florida

June – July 2007

Contract – Credit & Collections

Assist with credit collections push for year end.

USE, Inc. – Orlando, Florida

January - April 2007

Accounting Manager

Responsible for general accounting and financial reporting for four companies. Prepared pro-forma financials, cash flow projections and other necessary documentation required for inclusion in bank credit applications. Reviewed new factoring proposals and advised management of areas of concern. Assisted in reconciliation of balances between company's and Factor's books to determine payoff amounts. Prepared analysis and participated in client contract renewal bid process. Performed month end close.

Disney Worldwide Shared Services – Orlando, Florida

April 2006 – January 2007

Contract Accountant

Analyzed capital projects identifying costs to asset components, complete and settle asset template in capital asset system.

DANFINE, Inc. – Orlando, Florida

1998 to 2003

Controller

Recruited to newly established company with challenge to improve accounting functions, implement/maintain financial controls and meaningful timely financial/management reporting. Responsible for all phases of accounting and financial reporting, procurement and administration of employee benefits, as well as workers compensation and general liability insurance.

- Implemented revenue analysis and projection process utilizing airline bookings and passenger enplanement data, resulting in more accurate forecasts as well as streamlining the annual budgeting process.
- Responsible for preparation and maintenance of annual operating budget.
- Managed Airport Authority Concessions Agreement, providing timely rent and percentage fees payments as well as required fiscal reports.
- Improved accounts receivable collections by implementing more timely weekly billings.
- Effectively managed cash flow through major revenue declines, while maintaining excellent credit standing with vendors.
- Managed annual audit process and provided all required data and worksheets, minimizing billable hours.

Accountant, Central Florida Job and Education Partnership, Inc.

1997 to 1998

Prepare for closing out of discontinued operation of Central Florida Training and Employment Center group of funds including:

- Prepared bank and cash reconciliations; analyzed and projected cash position
- Processed outstanding billings, receivables and accounts payable.
- Processed payroll and related tax returns Preparation of tax returns
- Prepared financial statements and agency required documentation

WALT DISNEY WORLD CO., Lake Buena Vista, Florida

1985 to 1997

Accountant / Analyst

Supported resort hotels and campsites, Specialty Merchandise and Entertainment Centers, Leased Retail Operations, Theme Parks, Golf and Transportation Operation and Special Events.

- Prepared monthly, quarterly and annual fiscal statements, analyzed budget, prior year and forecast variances. Reconciled general ledger accounts.
- Tracked and reported project expenditures for new construction, planned rehabilitation and routine maintenance jobs.
- Analyzed and reported on transportation costs and develop transportation ticket pricing

COMPUTER SKILLS

Microsoft Excel, Microsoft Word, ACCPAC Plus, RDS POS System, ADP Payroll, Florida Software, FAS 2000, Power Point, Microsoft Access, M&D, CQS, Job Cost, SAP, Quickbooks, Peachtree

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Science, Accounting, **Florida State University**, Tallahassee, Florida

COMMUNITY/PROFESSIONAL ASSOCIATIONS

- NABA, founding member of local chapter
- President Home Owners Association
- Served as Junior Achievement Advisor (3 yrs)
- Disney VoluntEars