Cynthia R. Epeneter

Objective

Assisting consulting clients to improve their financial circumstances, and helping them to better organize and manage their systems.

Experience

2011-Present

Birchcliff Associates, LLC

Sandy, UT

Chief Executive Officer, Founder

- Consulting and accounting services for private and public companies
- Manage accounts receivable, payable, financial statements, and payroll
- Review company organizational processes
- Update accounting practices and system to be more efficient, effective and profitable
- Work completed on and off site to fit client needs

1997-2001

Midnight Technologies, Inc.

Sandy, UT

Controller

- Filed documents for company formation and established financial accounting procedures
- Responsible for payroll, accounts payable, accounts receivable, fixed assets, and general ledger
- Installation and maintenance of QuickBooks Pro
- Formulated end of month, quarter, and year financial statements
- Prepared quarterly payroll taxes and coordinated reports for end of year tax returns

1990-1993

Bay State Gas Company

Westborough, MA

Corporate Budget Analyst

- Responsible for coordinating, consolidating, compiling an \$82 Million O&M budget
- Performed all O&M reporting and analysis for senior management and function managers
- Formulated ad-hoc analyses for Senior Management decision making purposes with productivity efficiencies, savings, and monitoring of Earnings Per Share
- Instrumental in developing and implementing a Work Performance Measurement (WPM) costing system used to analyze manpower, productivity, and work activities
- Managed and oversaw WPM for the Springfield Division
- Streamlined and participated in several project relating to automation of work

1987-1990

HMK Enterprises, Inc.

Waltham, MA

Staff Accountant/Analyst

- Consolidated thirteen companies and eight holding companies monthly
- Instrumental in SEC, 10Q, and 10K filings
- Developed monthly financial statements, supporting schedules, and graphs
- Formulated vearly audit schedules
- Trained and supervised assistant accountant
- Responsible for payroll, tax preparation, accounts payable & receivable, fixed assets, and general ledger
- Analyzed office computer needs and proposed purchases
- Responsible for computer hardware/software installation, troubleshooting, maintenance, and training

Financial Analyst

- Created and organized the accounting department
- Prepared monthly financial statements and produced yearly budgets
- Maintained accounts payable and general ledger
- Developed financial statement analysis report for new loan prospects, investment, and deposit portfolios
- Trained employees on computer software packages

Education

Bentley College

Waltham, MA

Master of Business Administration: Management Concentration 1990-1992

Major studies: Quality Management, Operations Management, Organizational Change

Bachelor of Science Degree 1983-1986

Major studies: Finance Concentration

References

References are available on request