SHAYER SATTAR

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**QUALIFICATIONS**

Accounting professional with 10+ years of progressive, hands-on experience in accounting with 4 years in Government accounting. Over that time, I’ve built financial close timelines from scratch and executed on meeting those deadlines, completed 3 accounting system implementations (QuickBooks to NetSuite, Deltek to Quickbooks, Quickbooks to Business Central), led efforts to enhance internal controls and reconciliation processes, assisted with adoption of new revenue recognition standards (ASC 606), insured compliance with US GAAP, FAR, USG, and country specific requirements, created and presented consolidated financial statements directly to C-level executives and Board of Directors, and developed top talent and strong teams. Excel Advanced certified (ONCL).

**EXPERIENCE**

Thinkwell Lutherville, MD / Remote

**Accounting Director** May 2022–Dec 2022

**Controller** Feb 2022–May 2022 **Accounting Manager** Jul 2018–Feb 2022

* Recognized and promoted twice due to exceptional performance. As Director and part of the leadership team reporting directly to CEO, I worked with key stakeholders to identify, strategize, and implement mechanisms for full cost recovery on USG awards and BMGF grants which includes creating new cost centers to direct charge costs previously in GA, redoing 2 years of ICS to obtain revised provisional NICRA rates and truing up billing on open jobs
* Leads 6 remote team members to execute all accounting activities for both a non-profit and for-profit company with activities across 9 different countries, in accordance with GAAP, FAR, USG and other grant requirements.
* Hold P&L and cash management responsibility. Secured lending options for periods forecasted to have negative cashflow, identify and reduced excess GA spending by 10% through right sizing firm and creating mechanisms to direct bill where possible
* Oversee the preparation of financial statements, Form 990, FBAR & other required tax filings.
* Oversee processing of all transactions, including payroll, accounts payable, accounts receivable, field funding, cash management, and investment management.
* Lead annual financial audits for both non-profit and for-profit and support all country and project-level audits, including Single Audit Reports, Incurred Cost Audit, and Gates Grant Audit.
* Oversee the accounting close and reporting process
* After a failed systems implementation prior to joining, reimplement financial systems (Deltek --> Quickbooks) and reenter, reconcile and validate a years worth of data across various business units
* Implement Tipalti (Payables automation), Nexonia (timesheets/expense reporting), ADP 401k, Egencia (Corporate travel management) and work to streamline, sync and automate various business tools
* Develop, implement, and maintain financial policies, internal controls, processes, and procedures
* Review EOM schedules and create Monthly, Quarterly and Year End consolidated financials, business KPI metrics and specific reporting to senior management
* Travel to Mozambique to liaise with USAID auditors and support the preparation of Audits and sub-award Risk Assessments  
  Travel to Indonesia and Bangladesh to set up financial systems, internal controls, and global compliance measures

Rooster Teeth Productions Austin, TX

**Senior Accountant** Oct 2017–Mar 2018

**Accountant** Jan 2016–Sept 2017

* Manage all revenue streams (Subscription Vide0 on Demand, eCommerce, Online & Podcast Advertising, Live Events, Crowd-Funding) & oversee revenue recognition per ASC 606 standards
* Supervise and review journal entries and schedules prepared by A/R Staff
* Lead monthly close including preparation of BS reconciliations, P&L & cash flow statements for review with Accounting Manager and VP of Finance
* Prepare work papers for annual external financial statement audits
* Collaborate with legal, sales, & finance to evaluate new contracts to determine revenue treatment
* Work in close liaison with Accounting Manager to formulate internal controls, policies, and procedures for revenue reporting in compliance with GAAP
* Assist in ERP implementation from QuickBooks to NetSuite ERP with focus on automation
* Implement scalable processes in a rapidly growing startup to establish internal controls & accountability, effectively reducing monthly close timeline by 66%
* Manage accounts receivable including hands-on invoicing and collection
* Maintaining and reconciling balance sheet accounts, including intercompany accounts
* Support accounting areas that are directly impacted by revenue such as commissions & royalties

Mood Media Corporation Austin, TX

**Group Accountant** May 2014–Dec 2015

* Ownership of management and statutory reporting packs for Head Office entity
* Maintain GL, AP/ AR, all month end processes including PP&E, accruals & bank reconciliations
* Prepare weekly cash flow and manage working capital and bank accounts in several currencies
* Assist team with consolidated financial statements, consolidated BS/PL variance reports and support schedules for reporting to Board of Directors
* Primary contact for external Big4 auditors and perform internal audit functions on subsidiaries to verify compliance with corporate accounting policies

iRex Group Austin, TX

**Staff Accountant** Mar 2013–May 2014

* Responsible for routine accounting duties including maintaining fixed asset accounts, daily cash sheets, credit reports, inventory reports, job costing and all AP/ AR functions using CYMA
* Preparation and review of all balance sheet account reconciliations and assisting with month close
* Maintain vendor relationships, resolve discrepancies and contact delinquent accounts

Atlas Property Management Holyoke, MA

**Property Manager / Billing Administrator** Oct 2012–Feb 2013

* Addressed critical functions impacting net operating income and eviction prevention
* Increased collections by 13% in a 3-month period
* Used QuickBooks for bookkeeping, collecting rent, and maintaining ledger

**Accounts Receivable Specialist (Contract)** Mar 2012–Aug 2012

Smith & Wesson Springfield, MA

* Increased efficiency in accounts receivable department by 50% in a high-volume environment while processing millions in cash, check, wire transfers and credit card deposits on System 21
* Streamlined customer service with AP departments to facilitate accountability and accuracy of information by modernizing the process saving thousands in unnecessary costs
* Assisted the Accounts Payable team in their year-end processing for FY2012

**Accounts Payable Specialist (Contract)** Jan 2012–Feb 2012

Kanzaki Specialty Papers Ware, MA

* Performed full-cycle AP process using BPCS and AS400
* Prepared annual audit with external auditors
* Worked with standard and actual costing in a manufacturing environment

American Honda Financial Services Holyoke, MA

**Collections Specialist** April 2010–July 2011

* Resolved customer inquiries, effectively negotiated payment plans to cure past delinquency, offered personalized advice and strategies in adherence to FDCPA guidelines.
* Fixed tax errors and recouped over 100K in excise tax overpayment

Target Corporation  Hadley, MA

**Cashier / Guest Service** 2003–2009

* Held position for six years and been noted for reliability and strong customer service
* Trained new members and consistently met personal quotas set by supervisors
* Assisted guests, processed returns, stocked merchandise and worked as sales member

**EDUCATION**

*Bachelor of Science, Accounting* August 2009

Lasell College Newton, MA

**SOFTWARE / TOOLS**

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| --- | --- |
| NetSuite ERP System | Microsoft Office Suite |
| QuickBooks Enterprise | Shopify eCommerce Solutions |
| Sage 500 | Stripe |
| Oracle Hyperion | Concur |
| Smartsheet | Slack |
| Microsoft Business Central | Tipalti |
| Bill.com | Nexonia |