

TY L. MELTON, CPA, CGMA

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Firm Administrator/Controller

Strong financial statement preparation and analysis skills supported by general ledger, accounts receivable, cost accounting, accounts payable, payroll, and account reconciliation experience. Develop budgets and forecasts working with various departments. Self-motivated and detail-oriented CPA leads system installations/upgrades, process improvement, and relationship building with all customers both internal and external. Well organized in maintaining tracking system for sources and uses of project funds. Provide analysis of variances and balances for month-end reporting. Multitasker with strong analytical and communication skills within all levels of the organization.

- Forecasting, reporting, & analysis
- Corporate finance & asset management
- Internal financial controls & budgeting
- Prepare GAAP financial statements
- 15 years of supervision experience
- P/L, A/R, A/P & G/L account analysis

PROFESSIONAL EXPERIENCE

Controller, Financial Services, AIMS Community College, Greeley, CO 2010 – 2011

Supervised 15 employees performing day-to-day accounting, payroll, and purchasing functions. Prepared work papers for auditors and collaborated with auditors during year end audit. Ensured all monthly requisitions for funds were reviewed and processed in a timely manner, including check requests and purchase orders. Reviewed and approved sales tax returns, account reconciliations, and journal entries. Represented and supported accounting policies with department requests.

Established team to present needs to vendors for new student one-card system and then reviewed vendor submittals.

Converted asset depreciation schedule from Excel spreadsheet to TMA program, which allowed for fingertip reporting and tracking.

Improved efficiency of automated process by 75% using Excel and Argos to produce a monthly trial balance for the Board of Trustees by account and program.

Senior Property Accountant, GGP Foothills Mall, Fort Collins, CO 2004 – 2010

Supervised associate accountants performing day-to-day accounting functions, billing and collections. Member of local management team. Specialized in budgeting and forecasting for 5 properties in the Foothills Mall and Park Meadows Mall in Denver.

Maintained 24-month rolling forecasts and monthly closings for 5 general ledgers and created savings of \$50K per year.

Reorganized customer service to obtain greater accuracy and efficiency, and reduced daily close by 2 hours and over/under adjustments by 50%.

Performed monthly forecasting for additional 3 properties in Denver market to cover workforce shortage. Coordinated statements with corporate headquarters.

Mentored new property accountants in Colorado, Utah, and New York areas.

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Page 2 of 2

Firm Administrator/Controller, Sample & Bailey, CPAs, Fort Collins, CO 2000 – 2003

Administered business activity of a firm with an annual income of over \$4M. Performed monthly close for 3 entities, cash management, billing/collections and payroll. Performed human resources and staff recruiting operations. Supervised 7 staff members.

Assisted in development of accounting policies and procedure improvements to increase efficiency while maintaining financial and audit controls.

Implemented paperless data storage system, boosting efficiency by increasing capacity and reducing file search time.

Selected and installed new software, increasing program uptime with fewer hours spent updating and improving information access to billing and financial reports in real time.

Divisional Controller, Lafarge, Inc., Fort Collins, CO 1998 – 1999

Member of senior management team and key participant in decision making processes. Responsible for financial activity of 5 construction material companies totaling \$82M in sales. Performed monthly close, cost accounting for projects, trend analysis, and budgeting. Quality management program team leader. Supervised 6 staff members, including accountants, clerks, human resources, and administrative staff.

Established inventory-pricing system resulting in over \$7M in immediate bottom-line profit. Reviewed both direct and indirect costs associated with manufacturing various end products and established models to assign accurate product costs, which led to improvements in the strategic planning process.

Improved efficiencies and reduced costs through comprehensive evaluation of staff and work processes. Eliminated, automated, or changed inefficient processes. Implemented employee cross-training which decreased temporary staff costs and lost time due to vacation or illness.

Built and maintained business models to analyze ROI on new or used plants and equipment.

Senior Accountant, Derby Associates International, LLC, Fort Collins, CO 1996 – 1998

Created monthly financial statements for small, worldwide software development company. Performed monthly close and budgeting, processed employee benefits, payroll, and 401K plan administration. Supervised 2 bookkeepers handling billing and accounts payable.

Established formal budgeting process that enabled company owners to effectively plan for operational and capital growth, and held department heads accountable for managing their costs and revenue.

Negotiated and established 401K plan for employees, increasing market competitiveness.

EDUCATION, CERTIFICATIONS, & PROFESSIONAL ASSOCIATIONS

BS, Business Administration (Accounting), Colorado State University, Fort Collins, CO

Certified Public Accountant, Colorado

Chartered Global Management Accountant

CPA Continuing Education

American Institute of Certified Public Accountants

Colorado Society of Certified Public Accountants (Former Member of Leadership Council)

Association for Accounting Administration former member, Colorado State Chapter President, and Chapter Founder

Proficient in MS Excel, Banner, JDEdwards, CPASoftware, DYNA, and TMA