

MICHAEL BOLKA

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EXECUTIVE PROFILE

Responsible, accomplished, result-oriented Executive with demonstrated ability to deliver mission-critical results. Hard-working leader with 23 years of Public Accounting experience. Skilled manager with an extensive scope of responsibilities in diverse work environments.

SKILL HIGHLIGHTS

- Construction and development
- 23 years of Public Accounting experience
- Operational process management
- Financial analysis and budgeting
- Planning/Execution
- * Strong interpersonal skills
- * Customer relations
- * Software implementation/conversion
- * Inventory management
- * Asset control

CORE ACCOMPLISHMENTS

Project Management:

- Developed and managed the Client Accounting Division for a medium sized CPA Firm. Clients included a 381 Unit Condominium Association as well as multiple Governmental Metropolitan Districts.

General Ledger Accounting Systems:

- Lead major accounting software conversions for several companies. Software included MAS 90, Axon and Creative Solutions.

PROFFESIONAL EXPERIENCE

TRI STATE TRUCKING COMPANY

Mansfield, PA

Chief Financial Officer

04/2014 to 1/2015

Mid-size oil and gas transportation and equipment rental company located in the Marcellus/Utica Shale area. Responsible for all Financial Management and Accounting, including: preparation of monthly financial statements, cash flows, budgeting/actual, TTM EBITDA Reports, pro-forma projections and inventory management. Successfully implemented an industry specific software transportation package.

MD ENVIRONMENTAL, LLC

Edmond, OK

Controller

05/2010 to 04/2014

Company was formed in 2010 to provide manpower support during the BP Oil spill in Louisiana. After the spill MD Environmental began providing oil and gas related services in the Marcellus/Utica region of Pennsylvania. Responsibilities included preparation of monthly financial statements, payroll, bank reconciliation, project planning, pro forma projections, budget analysis, A/P/A/R and a general ledger software conversion from QuickBooks to MAS 90.

MEDEVELOP, INC

Edmond, OK

Chief Operating Officer

01/2007 to 05/2010

Real Estate Development and Construction Company, specializing in medical office development as well as commercial retail development. Responsible for oversight of all Construction and Development activities, including due diligence, budgets, contract management, customer relations, property/tenant management, payroll, employee benefits, marketing and advertising.

FREDRICK ZINK ELLIOTT CPAS

Durango, CO

Partner

09/1985 to 12/2006

Served in several different capacities during my tenure at Fredrick Zink Elliott. I began in 1985 as the Director of Firm Administration and was promoted to partner in 2003. The firm grew substantially and afforded me the opportunity to develop an Accounting/Controllershship division. My clients included one of the largest Homeowners Associations in the area as well as several Colorado Special Districts. All of the entities I managed were required to have an audit performed by an outside Public Accounting Firm.

EDUCATION

BACHELOR OF SCIENCE: Social Sciences

Oklahoma State University: Stillwater, Oklahoma