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| David Dyer | |  |  | | --- | --- | | 110 Samuel Street  Davenport, FL 33897 |  | | 352-255-1176 |  | | dvddyer@yahoo.com |  | | david-dyer-0a22814a |  | |  |  | |

High-performing accounting and financial specialist with over 20 years of innovative professional leadership in government, hospitality, and non-profit organizations; U.S. Marine Corps veteran

# Skills

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| --- | --- |
| * Proven accuracy in advanced financial and accounting calculations * Reliable team player in diverse fields and organizations * Adept at employee conflict resolution | * Proficient in Microsoft Excel, Outlook and Word * Tested leadership character under stress * Dedicated to pinpointing business needs and creating solutions |

# Experience

### MARCH 2019 – APRIL 2020

## Chief Accountant / City of Groveland, FL

* Act as lead point of contact in the external audit process
* Perform month-end analysis to support the closing process (as well as year-end)
* Manage fixed assets and construction-in-progress accounting
* Oversee AP and bank reconciliation
* Generate financial reports as necessary
* Assist in the annual budget process
* Compile and file various required state and federal financial reports

### SEPTEMBER 2018 – February 2019

## Chief Accountant / City of Ocoee, FL

* Approved requisitions, check disbursements and purchase order changes
* Compiled all prior-year fixed asset acquisitions, disposals, work-in-progress and depreciation
* Identified inefficiencies in the $80 million budget preparation process
* Implemented new budgeting software
* Completed forecasting, month-end, year-end and budget-to-actual analysis

### july 2017 – SEPTEMBER 2018

## Interim Finance Director / City of Groveland, FL

* Executed the budget process ($52 million), including state reporting requirements, on schedule
* Managed a staff of nine in A/P, A/R, human resources, utility billing and IT departments
* Advised the interim city manager on all municipal financial matters
* Assessed and corrected the general ledger, reporting, and classification of revenues and expenses
* Achieved a perfect external annual audit, to include a perfect Single Audit.

### March 2008 – august 2016

## Finance Director / City of Davenport, FL

* Supervised $4 to $10 million revenue and all financial operations of a city with 35 employees
* Oversaw accounts payables, accounts receivables, information technology, payroll and human resources
* Created and generated reconciled financial monthly statements
* Ensured compliance with state and federal fiscal laws
* Developed annual budgets and assisted annual auditors
* Analyzed financial reports and projections for accurate reporting of financial standing

### may 2006 – march 2008

## Budget Analyst / Osceola County BOCC, Kissimmee, FL

* Identified and investigated variances to financial plans and forecasts by interpreting financial results for multiple departments with budgets over $100 million
* Analyzed and developed financial growth opportunities while preparing and presenting the annual county budget to the commissioners
* Synthesized financial and budgetary information to solve problems and develop alternative  
  solutions based on applicable laws, financial standing and sound fiscal practice
* Facilitated communications between the budget director and department heads

### january 2005– May 2006

## CFO / S.T.E.P.S, Inc., Orlando, FL

* Produced monthly financial statements for the board of directors and executive director
* Oversaw account payables, made journal entries, handled invoices and reconciled bank, expense and revenue accounts
* Created an annual budget and analyzed financial data while achieving an organizational milestone of the first perfect independent audit
* Managed government contracts and acted as the fiscal point of contact for funders
* Directed all human resource processes including benefits, hiring, payroll, performance evaluations and recruiting
* Implemented a new networked information technology system

### july 2000– december 2003

## Restaurant Manager / Walt Disney World Resort, FL

* Analyzed, interpreted and presented daily, weekly, monthly and annual reports on inventory, product usage and sales
* Assisted the purchasing manager with inventory accounting for the deluxe resort foods operations
* Managed the pool bar, fast casual restaurant and deluxe resort room dining service which had annual sales of over $12 million

# Education

## MBA/ Palm Beach Atlantic University, Orlando, FL

* Accelerated and rigorous two-year night school program
* Developed a comprehensive business plan for a restaurant in the Orlando area

## BS in Organizational Management / PBAU, Orlando, FL

* Minored in Organizational Behavior
* First graduating class of the satellite campus