

Bea Sweet

Xxxx, Central Canada X#X #X#
(###) ###-#### | B.SWEET@xxxx.org

Experience

200#-Present	<p>Dir of Finance, <i>unspecified Association of Canada (uAOC)</i></p> <ul style="list-style-type: none">• Understand all financial aspects of uAOC and recommend effective strategies to ensure financial well being• Budget Committee Chair – responsible for strategic short and long-term financial planning• Provide financial decision-making services through analytical support• Maintain liquidity and capital at sufficient levels• Develop and recommend strategies in treasury and balance sheet management to maximize return on Capital for uAOC and Partner entities• Actively participate in the uAOC Finance Committee, and all Operational Committees• Actively participate in financial management and active Board member of uAOC partner-entity: unspecified Association of Canada (196#) Pension Fund• Proactively develop and manage relationship with External Auditors• Influence and direct the preparation of statutory government returns• Develop and administer financial policies/procedures and administer all contracts involving financial operations• Develop effective risk management strategies including policies, procedures, and controls• Provide leadership to staff handling accounting functions, establish individual performance targets and complete performance reviews• Provide leadership and advise staff on preparation of monthly financial operating results both departmental and consolidated• Assess financial performance and best practices of peers and outline actions to improve performance• Provide uAOC wide accountability to manage IT systems and infrastructure to ensure that IT support & enhancement processes are efficiently providing the organization with the tools to meet its
--------------	---

	<p>strategies and objectives, and internal knowledge of critical systems is sustained</p> <ul style="list-style-type: none"> • Directs the IT Operations, and Database and Programming team members in analyzing, reviewing, enhancing, and tailoring existing systems to increase operating efficiency or to adapt to information needs; building new information systems that will provide information, add new feature, and/or improve performance • Actively participate in financial management of multiple uAOC partner-entities: The unspecified Financial Services Group Inc. (uFSG) • Actively participate in financial management and acting Board member of uAOC partner-entity: unspecified Sub-entity 1
199#-200#	<p>Dir of Finance, <i>Aid by Air of Canada – Central Canada</i></p> <ul style="list-style-type: none"> • Maintained and managed financial resources according to generally accepted accounting principles, and the regulations set for charities by CRA • Restructured finances of entire aid support system • A part of Management Team, involved in major decision making, implementing of policy • Presented Financial Reports to Board of Directors semi-annually • Prepared for and facilitated annual financial audits • Prepared annual budgets, processed payroll
199#-199#	<p>Aid/Mozambique Program Finance Manager, <i>Aid by Air of Canada</i></p> <ul style="list-style-type: none"> • Managed finances of Mozambique Program – # bases in # South African countries, # aircraft • Setup Program accounting package and trained numerous staff • Implemented financial procedures and controls within the Program
199#-199#	<p>Office Administrator, <i>unspecified Planning Consultants Inc.</i></p> <ul style="list-style-type: none"> • Implemented company's computer-based accounting system • Managed all aspects of the office
197#-199#	<p>Various Other jobs</p> <ul style="list-style-type: none"> • Bookkeeper, Order Desk, Cashier

Volunteering Experience

201#-Present Board Member, *unspecified Church*
· Leadership to church and its activities

200#-200# Board Member/Treasurer, *unspecified Church*
· Leadership to church and oversight to all assets
· Chair of Finance Committee

Education

Athabasca University Athabasca, AB
· Bachelor of Management program in progress
· Completed 21 credits

unspecified Correspondence School Central Canada
· Accounting Program
· Graduated 2-year diploma

unspecified District Secondary School Central Canada
· Graduated 4-year diploma

Various Other Business-related Training/Courses

Interests

Reading, tennis, volunteering, biking