
Bea Sweet

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

Experience

- 200#-Present Dir of Finance, *unspecified Association of Canada (uAOC)*
- 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
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strategies and objectives, and internal knowledge of critical systems is sustained

- 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#

Dir of Finance, *Aid by Air of Canada – Central Canada*

- 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#

Aid/Mozambique Program Finance Manager, *Aid by Air of Canada*

- 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#

Office Administrator, *unspecified Planning Consultants Inc.*

- Implemented company's computer-based accounting system
- Managed all aspects of the office

197#-199#

Various Other jobs

- 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