

PEDRO CARRERA

pedro@carrera.me | (847) 420-9512 | Hainesville, IL 60073

SUMMARY

Accomplished Finance Director/Controller with a proven record of accomplishment, adept in financial systems implementation and fostering team growth. Excelled in enhancing financial reporting accuracy and streamlining processes, achieving significant improvements in efficiency. Skilled in US GAAP proficiency and leadership, demonstrating a commitment to excellence and continuous professional development.

SKILLS

- Account analysis
- Account reconciliation
- Accounting controls
- Accounting management
- AP/AR management
- Audit preparation
- Balance sheet management
- Budget and forecasting
- Cash flow forecasting
- Commission calculation
- ERP system implementation
- Expenditure review
- Financial reporting and analysis
- Financial statements
- Fixed asset management
- General ledger management
- Intercompany transactions
- Internal controls
- KPI tracking
- Month-end closing
- Non-profit accounting
- Organizational skills
- Payroll processing and review
- Process improvement
- Revenue recognition
- Tax compliance
- Team management
- Technology-savvy
- US GAAP proficiency
- Variance analysis
- Year-end closing

EXPERIENCE

Accounting Consultant

Union League Boys & Girls Club · Temporary
June 2025 – Present

- Managed the accounting functions for a \$7M non-profit organization.
- Daily posting of all banking and credit card activity to the general ledger.
- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.
- Prepared monthly financial statements, reports, charts, and KPI's for review with member board and leadership team.

Finance Director

Christ Church IL · Temporary
June 2024 – August 2024

- Managed the accounting functions for a \$7M non-profit church with four campuses.
- Properly corrected and reclassified all fiscal year books prior to year-end close.
- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.

- Prepared monthly financial statements, reports, charts, and KPI's for review with elder board and leadership team.

Financial Controller

LeadingIT · Full-time

February 2023 – May 2024

- Managed the accounting functions for a \$9M managed service provider.
- Daily posting of all banking and credit card activity to the general ledger.
- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.
- Prepared monthly financial statements, reports, charts, and KPI's for review with leadership team.
- Prepared and updated weekly cash projection reports.
- Processed monthly sales tax returns, reviewed and approved semi-monthly payroll registers, performed weekly check runs, and issued credit memos.
- Developed annual budget and five-year forecast.
- Created and documented standard accounting controls and processes.
- Annual completion of business and workers compensation audits.

Controller

Westmoreland Country Club · Temporary

June 2022 – December 2022

- Managed the accounting and IT functions for a \$9M prestigious country club.
- Daily posting of all banking and credit card activity to the general ledger.
- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.
- Prepared monthly financial statements, reports, charts, and KPI's for review with member board and leadership team.
- Processed monthly sales tax returns, managed \$160K in petty cash, reviewed and approved biweekly payroll registers.
- Annual completion of business and workers compensation audits.
- Responsible for all IT-related matters including physical and virtual servers, network, new user and PC setups, hardware replacement, software installation, Microsoft 365 emails, backups, and more.

Accounting Consultant

Lake County · Temporary

March 2022 – June 2022

- Assisted in the training of accounting and treasury functions for the Lake County government.

Accounting/HR Manager

StarTek Lighting America · Full-time

May 2021 – February 2022

- Managed the accounting, HR, and IT functions for a \$11M commercial lighting assembler.
- Daily posting of all banking and credit card activity to the general ledger.

- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.
- Prepared monthly financial statements, reports, charts, and KPI's for review with owners.
- Processed biweekly payroll and managed all HR matters.
- Reviewed and audited expense reports and calculated sales rep commissions.
- Created and documented standard accounting controls and processes.
- Responsible for all IT-related matters including physical server, network, new user and PC setups, hardware replacement, software installation, backups, and more.

Accountant

Lake County · Full-time
August 2020 – May 2021

- Managed the accounting and treasury functions for the Lake County government.

Accounting Manager

RealChem Manufacturing · Temporary
May 2020 – July 2020

- Managed the accounting functions for a \$5M startup manufacturer.
- Daily posting of all banking and credit card activity to the general ledger.
- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.
- Processed weekly payroll and weekly check runs.

Accountant/IT Manager

North American Herb & Spice · Temporary
April 2018 – May 2019

- Managed the accounting and IT functions for a \$20M health supplements manufacturer.
- Daily posting of all banking and credit card activity to the general ledger.
- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.
- Prepared monthly financial statements, reports, charts, and KPI's for review with leadership team.
- Responsible for all IT-related matters including installing two new servers, new user and PC setups, hardware replacement, software installation, backups, and more.
- Implemented brand new ERP system and conducted department and one-on-one staff training.
- Negotiated with vendors to reduce credit card fees and subscription costs.

Accountant

KPC Trading USA · Full-time
March 2017 – April 2018

- Managed the accounting functions for a \$130M startup importer/distributor.
- Daily posting of all banking and credit card activity to the general ledger.
- Performed month end close functions, which include bank, credit card, cash, balance sheet reconciliations, and adjusting entries.
- Prepared weekly and monthly financial statements, reports, charts, and KPI's for review with leadership team and holding company.
- Created and documented standard accounting controls and processes.

- Assisted accounting team with annual audits.

A/R Manager

Consumer Electronics Distributors · Full-time
September 2015 – February 2017

- Managed the accounts receivable functions for a \$100M electronics distributor.

SOFTWARE

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| • ACCTivate! | • Paylocity |
| • Acrobat | • PeopleSoft |
| • AS400 | • PowerPoint |
| • ConnectWise Manage | • ProSeries |
| • Crystal Reports | • QuickBooks (advanced) |
| • Excel (advanced) | • Rapid Inventory |
| • iasWorld | • SAP |
| • Kronos | • Timberline |
| • Microsoft365 | • Transaction Pro |
| • Northstar Technologies | • Windows Server |
| • Oracle | • Word |
| • Outlook | • Yardi |
| • Paychex | |

EDUCATION

Accounting

College of Lake County · Part-time
September 2014 – March 2016

WEBSITES

<https://pedrocarrera.com/>
<https://www.linkedin.com/in/pedrocarrera/>

LANGUAGES

Fluent in English and Spanish.

REFERENCES

References available upon request.