

# PEDRO CARRERA

(847) 420-9512 · pedro@carrera.me · [www.linkedin.com/in/pedrocarrera](http://www.linkedin.com/in/pedrocarrera)

## 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.

## EXPERIENCE

---

### Interim Controller

Union League Boys & Girls Club · Temporary

June 2025 to Present

- Properly corrected records for entire fiscal year.
- Post all banking to general ledger.
- Led all month-end closing procedures.
- Performed monthly bank, credit card, investments, and balance sheet reconciliations.
- Post bi-weekly payroll journal entries.
- Post prepaids, accruals, deferrals, amortization, and other adjusting entries.
- Prepared monthly financial statements and financial reports for review with the leadership and finance committee.
- Revised half-year budget by departments/sites.

### Interim Finance Director

Christ Church IL · Temporary

June 2024 to August 2024

- Properly corrected records for entire fiscal year.
- Post all banking to general ledger.
- Led all month-end closing procedures.
- Performed monthly bank, credit card, investments, and balance sheet reconciliations.
- Post bi-weekly payroll journal entries.
- Post prepaids, accruals, deferrals, amortization, and other 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 to May 2024

- Properly corrected records for entire fiscal year.
- Daily posting of all banking and credit card activity to general ledger.
- Led all month-end closing procedures.
- Performed monthly bank, credit card, investments, and balance sheet reconciliations.

- Post semi-monthly payroll journal entries.
- Post prepaids, accruals, deferrals, depreciation, amortization, and other adjusting entries.
- Prepared and updated weekly cash projection reports.
- Processed monthly sales tax returns
- Reviewed and approved semi-monthly payroll registers.
- Developed annual budget and five-year forecast.
- Created and documented standard accounting controls and procedures.
- Annual completion of business and workers compensation audits.
- Processed weekly check disbursements.

### **Interim Controller**

Westmoreland Country Club · Temporary

June 2022 to December 2022

- Daily posting of all banking and credit card activity to general ledger.
- Led all month-end closing procedures.
- Performed monthly bank, credit card, investments, and balance sheet reconciliations.
- Post bi-weekly payroll journal entries.
- Post prepaids, accruals, deferrals, and other adjusting entries.
- Prepared monthly financial statements, reports, charts, and KPI's for review with member board and leadership team.
- Processed monthly sales tax returns.
- Daily management of \$150K-\$200K in petty cash.
- Reviewed and approved weekly disbursements and bi-weekly 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 Treasurer's Office · Temporary

March 2022 to June 2022

- Financial support and training of accounting and treasury functions for the Lake County government.
- Assist finance and treasury departments with annual audit.

### **Accounting/HR Manager**

StarTek Lighting America · Full-time

May 2021 to February 2022

- Daily posting of all banking and credit card activity to general ledger.
- Led all month-end closing procedures.
- Performed monthly bank, credit card, and balance sheet reconciliations.
- Processed bi-weekly payroll and posted journal entries.
- Post prepaids, accruals, deferrals, and other adjusting entries.

- Prepared monthly financial statements and financial reports for review with leadership team.
- Managed on and off boarding, temporary staffing, and all HR matters.
- Reviewed and audited expense reports and calculated sales rep commissions.
- 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 Treasurer's Office · Full-time

August 2020 to May 2021

- Managed the accounting and treasury functions for the Lake County government.
- Performed monthly bank, fund, and balance sheet reconciliations.

### **Accounting Manager**

RealChem Manufacturing · Temporary

May 2020 to July 2020

- Properly corrected records for entire fiscal year-to-date.
- Daily posting of all banking and credit card activity to general ledger.
- Led all month-end closing procedures.
- Performed monthly bank, credit card, intercompany, and balance sheet reconciliations.
- Processed weekly payroll and posted journal entries.
- Post prepaids, accruals, deferrals, and other adjusting entries.
- Processed weekly check disbursements.

### **Accounting/IT Manager**

North American Herb & Spice · Temporary

April 2018 to May 2019

- Daily posting of all banking and credit card activity to general ledger.
- Led all month-end closing procedures.
- Performed monthly bank, credit card, and balance sheet reconciliations.
- Post bi-weekly payroll journal entries.
- Post prepaids, accruals, deferrals, and other adjusting entries.
- Prepared monthly financial statements and financial reports 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 new and existing vendors to cut credit card fees and subscription costs.

### **Accountant**

KPC Trading USA · Full-time

March 2017 to April 2018

- Daily posting of all banking and credit card activity to general ledger.

- Led all month-end closing procedures.
- Performed monthly bank, credit card, intercompany, and balance sheet reconciliations.
- Post bi-weekly payroll journal entries.
- Post prepaids, accruals, deferrals, and other 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 procedures.
- Assisted accounting team with annual audits.
- Processed weekly check disbursements.

### **Accounts Receivable Manager**

Consumer Electronics Distributors · Full-time

September 2014 to February 2017

- Hands-on leadership of the accounts receivable department for a consumer electronics distributor.
- Maintain customer relationships while assisting in preparing credit applications, invoicing, collections, and more.

### **SOFTWARE**

---

- Advanced proficiency in QuickBooks Desktop, QuickBooks Online and Microsoft Excel.
- Proficiency in ACCTivate!, Adobe Acrobat, AS400, ConnectWise Manage, Crystal Reports, iasWorld, Kronos, Microsoft365, Northstar Technologies, Oracle, Microsoft Outlook, Paychex, Paylocity, PeopleSoft, Microsoft PowerPoint, ProSeries, Rapid Inventory, SAP, Timberline, Transaction Pro, TurboTax, Windows Server, Microsoft Word, and Yardi.

### **EDUCATION**

---

#### **Accounting**

College of Lake County · Part-time

September 2014 to March 2016