

Pedro Carrera

(847) 420-9512 · pedro@carrera.me · 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.

SKILLS

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

EXPERIENCE

Accounting Consultant

Arden Shore Child and Family Services · *Contract*

Oct 2025 to Present

- Provide strategic financial support and training in core accounting processes and functions.
- Prepare financial statements, reports, and key performance indicators for review with the board and leadership team.
- Document internal controls and standard operating procedures.

Interim Controller

Union League Boys & Girls Club · *Temporary*

Jun 2025 to Oct 2025

- Properly corrected records for entire fiscal year.

- Daily posting of banking activity to general ledger.
- Led month-end closing procedures.
- Prepared financial statements, reports, and key performance indicators for review with the board and leadership team.
- Performed monthly bank, credit card, investments, and balance sheet reconciliations.
- Post prepaids, accruals, deferrals, amortization, and other adjusting entries.
- Reviewed and approved payroll, post payroll journal entries.
- Revised half-year budget by departments/sites.

Interim Finance Director

Christ Church IL · *Temporary*

Jun 2024 to Aug 2024

- Provide involved leadership of accounting and financial reporting for a \$7M multi-campus church.
- Prepared financial statements, reports, and key performance indicators for review with the board and leadership team.

Financial Controller

LeadingIT · *Full-time*

Feb 2023 to May 2024

- Daily posting of banking and credit card activity to general ledger.
- Led month-end closing procedures.
- Prepared financial statements, reports, and key performance indicators for review with the board and leadership team.
- Performed monthly bank, credit card, investments, and balance sheet reconciliations.
- Post prepaids, accruals, deferrals, depreciation, amortization, and other adjusting entries.
- Reviewed and approved payroll, post payroll journal entries.
- Prepared and updated weekly cash projection reports.
- Processed monthly sales tax returns.
- Developed annual budget and five-year forecast.
- Document internal controls and standard operating procedures.
- Annual completion of business and workers compensation audits.
- Processed weekly check disbursements.

Interim Controller

Westmoreland Country Club · *Temporary*

Jun 2022 to Dec 2022

- Daily posting of banking and credit card activity to general ledger.
- Led month-end closing procedures.
- Prepared financial statements, reports, and key performance indicators for review with the board and leadership team.
- Performed monthly bank, credit card, investments, and balance sheet reconciliations.
- Post prepaids, accruals, deferrals, and other adjusting entries.

- Reviewed and approved payroll, post payroll journal entries.
- Processed monthly sales tax returns.
- Daily management of \$150K-\$200K in petty cash.
- Annual completion of business and workers compensation audits.
- Responsible for physical and virtual servers, network, new user and PC setups, hardware replacement, software installation, Microsoft 365 emails, daily backups, and more.

Accounting Consultant

Lake County · *Contract*

Mar 2022 to Jun 2022

- Provide financial support and training in core accounting and treasury functions.
- Document internal controls and standard operating procedures.
- Assist finance and treasury departments with annual audit.

Accounting/HR Manager

StarTek Lighting America · *Full-time*

May 2021 to Feb 2022

- Provide involved leadership of accounting, information technology, and human resources for a \$10M commercial lighting assembler.

Accountant

Lake County · *Full-time*

Aug 2020 to May 2021

- Managed the fund accounting and treasury functions for the treasurer's office.
- Performed monthly bank, fund, and balance sheet reconciliations.

Accounting Manager

RealChem Manufacturing · *Temporary*

May 2020 to Jul 2020

- Provide involved leadership of accounting for a \$10M startup hand sanitizer co-packing, custom blending, and custom packaging chemical manufacturer.

Accounting/IT Manager

North American Herb & Spice · *Temporary*

Apr 2018 to May 2019

- Provide involved leadership of accounting and information technology for a \$25M global natural food and supplement manufacturer/distributor.
- Responsible for physical and virtual servers, network, new user and PC setups, hardware replacement, software installation, Microsoft 365 emails, daily backups, and more.
- Direct installation and implementation of new ERP system, negotiate vendor contracts, and conduct staff trainings.

Accountant

KPC Trading USA · *Full-time*

Mar 2017 to Apr 2018

- Full charge accounting and financial reporting for a \$130M startup/subsidiary global meat importer/exporter.
- Prepared financial statements, reports, and key performance indicators for review with the holding company and leadership team.

Accounts Receivable Manager

Consumer Electronics Distributors · *Full-time*

Sep 2015 to Feb 2017

- Provide involved leadership of the accounts receivable department for a \$100M distributor of consumer electronics.

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*

Sep 2014 to Mar 2016