



Rick Hervey

Qualifications Summary

Experienced financial problem solver with the ability to understand the big picture and analyze future trends to ensure that budgets, goals, and objectives are achieved and maintained.

Core Expertise

Full Charge Bookkeeping • A/P, A/R, G/L • Closing & Preparation of Financial Statements • Reconciliations • Inventory • Budgeting • Coordination with CPA Firms • Employee Benefits • Sales Department Management • Operations Management • Accounting Department Management, Including Multi-office Departments

Professional History

ASP	Bookkeeper / Accountant	2011 – Present
Medical Diagnostics Laboratories, Inc.	Controller	2010
Human Resources, Inc.	Operations Manager	1994 – 2009
RH Enterprises	Accounting Services	1992 – 1994
SCC Corporation	Operations Manager	1990 – 1992

Accomplishments

- Managed day-to-day accounting including invoicing, A/R management, vendor billing and A/P management, reconciliations, and close processes and reporting for companies in various industries including manufacturing.
- Refined bookkeeping processes to prevent fraud.
- Created multi-year financial budgeting tools along with plans for action to achieve increased profitability
- Researched and implemented inventory bar-coding to control and track cost of goods sold during manufacturing process.
- Redesigned job scheduling and overtime procedures, reducing overtime by 60%.
- Investigated and established criteria for switching accounting systems, creating faster and more accurate management tools.
- Implemented team building strategies, motivating culturally diverse employees and creating a more productive work force.
- Performed full-charge bookkeeping duties while directing sales efforts and increasing sales 50% in two years.

Education / Licenses

- Bachelor Business Administration, Accounting, University of Texas at El Paso