



## Suzanne Pekar

### Qualifications Summary

Over 30 years of comprehensive and progressive experience in accounting and finance management. Significant knowledge of general accepted accounting principles (GAAP). Extensive experience in the creation of data reports for clients, oversight project management, and capital improvement management. Point of contact for clients and vendors and resolve conflicts or issues.

### Core Expertise

• Accounts Payable & Receivables • Payroll – W-2 & 1099 • General Ledger Analysis, Reconciliations & Closing – Monthly & Yearly • Financial Analysis - Monthly & Yearly Reporting • Budgeting & Forecasting • Audit Support - Profit & Non-Profit Entities • Tax Filings • Project Management Accounting for Construction • 401K • Grant Applications & Funding • Health Benefits • Medical Billing & Collections • Claims Auditing & Compliance

### Professional History

ASP	Consultant	2024 - Current
Quest Diagnostics	Accounting Manager	2013 - 2024
Robert Half International	Senior Accountant	2012 - 2013
San Bernardino County	Staff Analyst II	2004 - 2011
San Bernardino County	Staff analyst I	2002 - 2004

### Accomplishments

- Awarded \$30 million in State Grants during tenure at San Bernardino.
- Recovered over \$10 million in receivables older than 2 years.
- Created best practices manual to include policies and procedures that eliminated downtime, reduced errors, and increased production.
- Created auto fillable Excel forms to expedite accounts payable processing and reduced FTE by 1.
- Created and implemented a cross training program to increase knowledge base to all team members, reducing processing time due to absence and vacations, and increasing productivity.

### Education / Licenses

- Masters in Business Administration, Capella University
- Bachelor of Science in Business - Concentration in Finance Minor in Economics, California State University of San Bernardino
- Bachelor of Arts in Computer Systems, California State University of San Bernardino

### Software

- QuickBooks Enterprise & Online • Oracle • People Soft • Paycom Payroll Software • Microsoft Office 365