

**Richard A. Schuda, CPA**

Wheaton, IL 60187

- ❖ **Robert Half (Unistrut, Village of Maywood)** **4/2024-8/2024**
  - **Village of Maywood** **7/2024-8/2024**
    - Updated bank reconciliation for the Casselle Software.
    - Recorded Journal Entries for Restricted Funds and Payroll.
  - **Unistrut** **4/2024-5/2024**
    - Using Excel created weekly construction report from YTD reports for their Intel project from two databases.
    - Using a new
    - Microsoft software developed a summary report from the ECMS system that is accessed online for the weekly reports summaries.
    - Prepared monthly union reports for reporting to the insurance carrier.
- ❖ **Creative Financial Staffing (PCTEL Inc., Parts Town)** **8/2022-2/2024**
  - **PCTEL Inc.** **10/2022-2/2024**
    - Responsible for recording and reconciling the investment account monthly.
    - Reconciled the Cash account using Excel pivot tables to balance the General Ledger.
    - Updating the Prepaid accounts for monthly Amortization Expenses.
    - Used Floqast as an aid to balance all accounts.
  - **Parts Town** **8/2022-10/2022**
    - Responsible for updating and revising state Sales Tax Exemption Certificates using Avalara Software.
    - Issuing appropriate credit memos for invoices charged Sales Tax when expired certificates are replaced.
    - Reviewing Exemption Certificates for state compliance.
- ❖ **Climate Pros LLC** **3/2021-8/2022**
  - Responsible for the accurate filing of all Sales and Use Tax state returns. This includes reconciling the return to the General Ledger, digital filing of returns and payment of taxes.
  - Maintain the sales system software tax rates for accurate invoicing of jurisdictions sales tax amounts.
  - Write procedures for various tasks performed by this position.
  - Record, file, and paid Real and Personal Property Taxes throughout the country.
  - Process and maintain state Sales Tax Exemption certificates for vendors.
- ❖ **Accounting Principals (Climate Pros LLC.)** **10/2020-3/2021**
  - **Climate Pros LLC** **10/2020-3/2021**
    - Responsible for the accurate filing of all Sales and Use Tax state returns. This includes reconciling the return to the General Ledger, digital filing of returns and payment of taxes.
    - Maintain the sales system software tax rates for accurate invoicing of jurisdictions sales tax amounts.
    - Write procedures for various tasks performed by this position.
- ❖ **Accountemps (PSSNA-PA, NDS, Luck E Strike Inc., Bradley ENT. Inc.)** **9/2014-4/2020**
  - **Panasonic System Solutions North America-PA** **5/2016-4/2020**
    - Using SAP performed daily functions for Accounts Payable and Accounts Receivable.
    - Responsible for collection follow-up with various customers.
    - Reconciled projects from manual invoicing to the account balance.
    - Supported compliance with State Sales Taxes from day to day and State audits.
  - **Naperville Dental Specialists** **1/2016-2/2016**
    - Recommended changes to internal controls for Accounts Payable to insure all invoices are approved before processing.

- Recommended changes to the recording of credit cards so that invoices are recorded and paid to the vendors.
- **Consultant Luck E Strike Inc.** **1/2015-12/2015**
  - The company moved from Missouri to Illinois and switched accounting systems to Quick Books.
  - Recorded Loan Release agreement and made adjusting journal entries for transactions that were not processed on the former books.
  - Reconciled fixed assets for the move and made adjusting entries for the gain and losses on fixed assets.
  - Reconciled bank accounts, A/R, Inventory and A/P for items recorded twice during the transition.
  - Combined old records with Quick Books to reflect the company's current position.
  - Perform monthly close, next year budget and burn rate analysis.
- **Consultant at Bradley Enterprises Inc.** **9/2014-10/2014**
  - Reorganized the Quick Books Balance Sheet and Income Statement to have individual accounts roll up to summary accounts.
  - Recorded credit cards interest and fees so that the records reflect the credit card balances.
  - Reconciled fixed assets and depreciation to the 2010-2013 income taxes to the accounting records.
  - Set up automatic payments and amortization table for interest and principal payment for loans from the company to the owners.
  - Reconciled major supplier note and accounts payable accounts.
- ❖ **Congress of Neurological Surgeons (CNS)** **9/2013-6/2014**
  - Accounting Manager
    - Administrator of all the banking and credit card accounts.
    - While administrator of the credit cards, moved from one vendor to Chase Master Card which is estimated to result in cash back of approximately \$60k.
    - Prepared monthly account reconciliations and for auditor's to use during the year-end audit.
    - Responsible for payroll using ADP.
    - Introduced Price/Volume analysis into the membership fees during the budget process.
    - Reconciled third party event receipts from the clearing account to the revenue accounts.
- ❖ **Accountemps (CNS, CST Storage, Jon Don Inc.)** **1/2013-9/2013**
  - **Consultant Congress of Neurological Surgeons** **5/2013-9/2013**
    - Assisted the 501c-3 corporation in changing the accounting method from a cash basis to an accrual method of accounting.
    - Assisted in organizing Prepaid Expenses for monthly recording of expenses.
    - Restate prior year Financial Statements for the accounting change.
    - Microsoft Great Plains is the ERP system for the accounting system.
  - **CST Storage Senior Accountant** **3/2013-4/2013**
    - Prepared Journal Entries, daily efficiency reports, sales margin reports.
    - Reconciled material variance analysis.
    - System LN/Baan ERP system were used.
  - **Jon Don Inc.** **1/2013-3/2013**
    - Daily Sales Report, Journal Entries, and reconciling accounts using Excel vlookups and pivot tables.
    - Reviewing State Sales and Use Tax information for compliance with state regulations.

### Technical Skills

Skills include Proficient with Excel Pivot Tables and vlookups. Microsoft Dynamics, Great Plains, and AX. People Soft, Oracle, SAP, Blackbaud, Raisers Edge, QuickBooks, and JD Edwards ERP Systems. ADP, Paylocity and Paychex experience for payroll systems. Avalara Sales Tax system

### Volunteer Experience

Treasurer at Village Green Baptist Church 1/2011-12/2019.

Director at Glen Ellyn Food Pantry 6/2014-1/2021.

Trustee Treasurer for Wheaton Mosquito Abatement District 2022-Current.

### EDUCATION

Certified Public Accountant – 1985  
Bachelor of Sciences, Accounting, DePaul University – 1976