

PAUL BEAUREGARD, MBA

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PROFESSIONAL SKILLS

Set up **project contract budgets** in Company software, track real costs against them, provide accurate and timely reports, interpret them with project teams.

Pre-qualify project vendors and subcontractors. Maintain bonding records, insurance and waivers of lien.

Supervise AP and AR, reconcile specific accounts, including banks. Integrate billing and contract change orders.

Forecast Cash Flow, manage expectations, schedule timely payments.

Prepare bank deposits.

Oversee department staff.

Provide tax accounting preparation and investment fund research.

Transitioned through the ranks over time, and gained valuable training on each job. Cross-functional, quick study, team builder and change agent. Maintain confidentiality in closely-held business environments.

Provide **project cost and billing controls** and processes to improve market position. Collaborate with management teams at every level to identify areas in need of improvement. Evaluate budget and cost controls to increase profitability and cash flow, identify inefficient expenses, adequate funding of successful bids.

SOFTWARE SKILLS

Drake Tax, ACT, HDVest, Morningstar, QuickBooks, MasterBuilder, Excel, Lotus, Web Cash Manager, Crystal Reports, FileMaker, Meridian Prolog, Libra, CF Data, FlexWare, Sage-TimberlineEst, 2020 Beta CAD for Cabinetry. Each company's legacy program requires rapid adaptability and assimilation.

EXPERIENCE

Temp Jobs:

Glorieta Conference Center; Glorieta NM 2018
Carpet care and cleaning, extraction.

HWI Housewrights Inc, Sep 2017 – York ME
Enter project purchase items in spreadsheet to track dimensions, quantities, locations and cost/completion billings.

Lark Bolduc CPA, Feb 2017 – Danvers MA
Tax prep, junior level. Enter initial file data, screen and sort file contents, fit to system order.

Canty's Financial Strategies (2015) – Arvada CO

Associate in private accounting practice. Focus on Tax Return Preparation, including Secure File Pro. Mutual Fund **Research and Analysis** in the Financial Planning side of the practice during the non-tax season, using HDVest, Morningstar, MSN Money. Selective use of QuickBooks for specific clients. Edit and publish weekly newsletter. ACT Database.

Financial Specialist (various clients) (2009 – 2014)

Developed budgets for project bids. **Tracked actual costs versus budgets**. Provided supervision of diverse family holdings. Participated in key decisions on asset acquisitions and personnel changes. Led various internal audit projects. Prepared ROI and updates for project partners, and bonding reports for underwriters.

East Side Floors Inc/NY Floor Company (with Rob. Half) (2007 – 2009)

Adjusted Charts of Accounts across multiple companies for uniformity along CPA guidelines, reconciled bank accounts, updated AP, AR and management reports. Built custom reports with IT. Oversight of special **projects billing and change** orders, to project closeout.

Harris Associates LLC, other (2001 – 2007)

Drove integrity and minimized liabilities in overall operations, by **managing cash with XL** tool. I eliminated check voids, returns and overdraft charges. Restored credibility with vendors and banks. Reconciled vendor accounts and prepared bank draws. Documented inter-company loans and repayments, recaptured lost revenues.

Bourke & Matthews, Inc.(1999 – 2001)

Compiled **special project budgets**. Monitored costs, billings and contract changes. Retrieved archived data for project forensics. Implemented contract document software, trained staff, updated with vendor (Prolog by Meridian).

Caldwell & Walsh (1997 - 1999)

Identified projects with insufficient **budgets** and guided to completion. Monitored under-funded projects (liabilities), restructured contract terms for workout-to-completion. Produced client billings & reports, closeouts.

Davenport Contracting, Inc.(1995 – 1997)

Provided an all-company contract/change order “dashboard” to monitor and forecast backlog/performance. Customized chart of accounts to **track budget versus actual costs** uniformly by project. Produced client billings. Supervised system conversion to Novell to facilitate double growth in business volume.

Wright Brothers Builders Inc.(1991 – 1995)

VP Finance – Administration, guided 200% growth phase, with system, staffing and policies required to support operations. Direct supervision over **project estimating, costs, bookkeeping and project accounting**. Worked closely with outside CPA and bonding companies, as well as marketing agency.

Franco Brothers Builders Inc (1988 – 1991)

Junior estimator, assistant project manager. Track change orders, confirm billing with percentage of completion. Take off special millwork to package orders and receive timely and complete.

OTHER EXPERIENCE

Prior to Contracting, served a number of high end custom architectural millwork/cabinetwork shops. Began architectural drafting of period duplication mouldings, doors, windows and acoutrements, Estimating, Billing on contracts, Inventory and shop management, and heavy client interaction both directly and through their assigned representatives (architects and contractor agents). Provided an excellent introduction and preparation of skills for Contracting firms.

EDUCATION

MBA Finance - Sacred Heart University, Fairfield CT

BA English - Gordon College, Wenham MA