**Julie M. Moran**

**1054 Phoenix Avenue, Second Floor Schenectady, N.Y. 12308-3002**

**Phone / Cellular: 518-281-5882 E-Mail: jmmoran@nycap.rr.com Web Site: www.Explorewithjulie.com**

#### Qualifications and Accomplishments

|  |
| --- |
| **ACCOUNTING, FINANCE, IT, BUSINESS MANAGEMENT** |
| * GAAP Accounting: Financial statement creation, analysis; managing capital, operating budgets; implement cost controls, variance analysis, payroll, bank reconciliations.
* Strategic, Tactical Business Planning: Pro-forma financial models, revenue projections, P&L analysis, project scheduling, asset management systems; successful new business launch, productivity, profitability organizational efficiency improvement, minimize business risk.
 | * M.B.A., M.S. Accounting Education: Finance, information technology, business management.
* 25-year Business Experience: Employee and executive consultant roles, non-profit, for-profit and government organizations.
* Companion IT Background: Business process / accounting systems; operating / database systems; networking / web based content development, database design.
 |

|  |
| --- |
| **GOVERNMENT / NON-PROFIT CONTRACTS MANAGER, GRANT WRITER** |
| * Grant / Contract Management Cycle: RFP, contract renewal, vendor assessment, budget / cost review, payment authorization, financial statement analysis, audit investigation / risk assessment, training, legal review, continuations / extensions, progress / financial status reports, closeouts.
* Conceptualize, Evaluate Grant Proposals: Source, evaluate, prepare grant applications, writing narratives, budgets, graphics, forms.
 | * Field Auditing: ACL outlier financial, operational review, GAAP / GAAS / GAGAS / Yellow Book evaluation, audit reports, pre- / post-conferences.
* Inter-Disciplinary / Multi-Organizational Team Building: Coordinated service delivery; implement service delivery systems organization-wide, community-wide.
 |

|  |
| --- |
| **MARKETING / MEDIA COMMUNICATOR, TECHNICAL WRITER** |
| * Former Career -- Public / Media Relations: Managing, delivering marketing / public relations strategies, program content, collateral production to build market awareness, drive sales and profits.
 | * Professional Writer: Financial, technical, creative content developer.
* Web Developer: Highly innovative web sites, web strategies with best practices technology.
 |

####  Education

**University at Albany / Albany, NY, USA, Masters of Science, 01-1998 – 08-1999**

Major: Accounting Minor: Information Technology / GPA: 3.44 / Total Credit-Hours: 55

**Union College / Schenectady, NY, USA, Masters of Business Administration, 06-1991 – 06-1996**

Major: M.B.A. / Accounting Concentration / GPA (Major): 3.50 / Total Credit-Hours: 72

**West Virginia University / Morgantown, WV, USA, Bachelors of Science, 08-1979 – 12-1983**

Major: Journalism (Marketing / Public Relations) Minor: Geology / GPA: 3.47 / Total Credit-Hours: 128

######

###### Professional Experience

**Senior Auditor, NEW YORK STATE CRIME VICTIMS BOARD, Albany, NY, 08/2005 – 12/2009:**

* Authorize $10 million Annually: Grant investments to local governments, not-for-profits in New York City, Long Island.
* Manage Grant / Contract Cycle: RFP review, contract renewal / vendor assessment, budget review, cost analysis, payment authorization, financial statement analysis, audit investigation / risk assessment.
* Analyze Contractor Budgets: Optimize support, grant leverage for victim advocacy programs; analysis of variable, fixed costs, outlier data, program gaps.
* Examine Budget Items, Expenditures: Federal, state law inconsistencies; appropriate staff roles / assignments, budgets, evidence of waste, fraud, improper internal controls.
* Created Field Training Program: Assist contractor fiscal personnel complete required reports, resolve operational and fiscal questions / conflicts.
* Initiate, Perform Risk Assessments: Field audits of grantees facing accounting and financial difficulties: Creation of attestation questions, audit routines, manage group efforts using TeamMate audit software; Comptroller Auditor Control Language to search databases, create reports of outlier financial activity; conducting pre- / post-audit meetings; draft, final audit reports using GAAP / GAAS / GAGAS / Yellow Book guidelines, federal and state law.
* Design, Implement Databases: Internal and external business process and reporting.

**Development and Grant Writer / Manager, HOMETOWN HEALTH CENTERS INC., Schenectady NY, 07/ 2003 – 12/2006 (Full-Time):**

* Develop Healthcare Service, Infrastructure Programs: Organization initiatives responding to fundraising, grant opportunities ... mission, goals, objectives; business models, budgets, facilities, staffing, schedules, IT needs; marketing and communications; define organization integration and communication, key stakeholders, area media.
* Evaluate, Present Grant Competitions: Senior management reviews, evaluate and prepare grant applications; write narratives and budgets, graphics and complete forms, technical editing of clinical staff content.
* Teambuilding, Inter-Disciplinary / Multi-Organizational Community Groups: Coordinating service delivery, create, implement delivery systems; integrate registration, facilitated heath insurance enrollment, patient data input / maintenance and follow-up, facilitate key provider, inter-community linkages, medical services, social services, pharmaceutical services.
* Grant / Contract Post-Award Functions: Continuations, extensions, supplemental / carryover requests, administrative actions. Monitor and review progress reports, financial status reports, annual audits, grant closeouts.

**Business Consultant, ALT IDEAS LTD., Schenectady NY, 12308, 08/ 1994 – 12/2006 (Full- and Part-Time / Contract):**

* Consultant To Business Owners: Perform pro-forma financial projections, ratio analysis for new retail operations; perform risk analyses / risk mitigation, reviewing business processes to evaluate and recommend accounting management / control and process efficiencies, performed major project management planning, and identify organization-wide process improvement opportunities, human resource management issues.
* Design Service and Marketing Programs: sales materials, sales floor designs, restaurant product development, service ergonomics.
* Write, Edit, Maintain Web Content: On-line business solutions, created using Dreamweaver / Fireworks / Flash, FrontPage, HomeSite, and Quicktime; ActionScript, CSS, Ajax, PHP.
* Major Projects: Grant-related projects for Hometown Healthcare; on-line learning for a General Electric business unit, business consulting for a new law enforcement training facility; facilities expansion for several local fire departments; forest ranger museum.

**Account Manager, Corporate Accounting Solutions, URBACH KAHN & WERLIN CPAs, Albany, NY, 08/1999 – 12/2002 (Full-Time):**

* Business Process, Accounting Analysis: Efficiency, work flow improvement; improved data management and system implementation for accounting and Web-based information systems for small- medium-sized businesses' optimizing client / server hardware, assessing reporting requirements; data access / warehousing needs; service and training programs.
* Perform Ratio Analysis / Internal Control Analysis: Consult on accounting management / control systems, risk analyses / risk mitigation; implement organization-wide process efficiency, risk management.

**Staff Accountant, DYNABIL INDUSTRIES INC., Coxsackie, NY, 12/1996 – 12/1998 (Full-Time, Contract):**

* Perform Wide Range of Accounting Roles: G/L, monthly closings, bank reconciliations, receivables, payables.
* Integrated Accounting, Purchasing, MIS departments. Purchase-order system with payables; managed and trained accounts payable team; contributed to successful systems changeover to a P.C. / network-based accounting system.

**Founder / Controller / Marketing Manager, BROWN & MORAN BREWING COMPANY, INC., Troy, NY, 1990-1994 (Full-Time):**

* ***Created this successful (still in operation) $3.0M, 70-employee brewery-restaurant from an MBA class project (development phase began Fall 1988 — February 1993).***
* Performed All GM Functions: Market research; menu creation; controller, cost management; POS design / management, payroll and taxes; purchasing / inventory management; merchandising and sales promotion; public / media relations / event management; advertising design / media investment program; recruiting / selection / training; floor, kitchen supervision.

| Computer Skills Sheet |
| --- |
| **Skill Name** | **Skill Level** |
| Web Developer: DreamWeaver / Fireworks | Expert |
| Vector Graphics: Flash MX / Swish 2.0 | Intermediate |
| Database Administration: DB IV, SQL Server, MS Access, Lotus Approach | Intermediate |
| Spreadsheet: Lotus 123, MS Excel 2000-2007 | Expert |
| Project Management: MS Project, ShurTrak, STORM / PERT Statistics | Expert |
| Design / Word Processing: WordPerfect 10, MS Word 2000-2007, several others | Expert |
| Statistics Analyst: SAS (JMP) | Intermediate |
| Presentation Design: WP12, MS Power Point 2000-2007, Harvard Graphics, Lotus Freelance Graphics | Expert |
| Project Flow Charting: MS Visio | Expert |
| Small-Business Accounting Systems: Peachtree, QuickBooks | Intermediate |
| Mid-Market Accounting Systems: Solomon, Great Plains | Intermediate |
| Accounting Report Writers: Crystal Reports, FRX, Cognos Finance | Intermediate |
| Publications Design MS Publisher | Expert |