

Crystal Wilcox
4604 S M129
Sault Ste. Marie, MI 49783
906-440-3763
crystal_nutsen@hotmail.com

PROFILE

Experienced corporate and non-profit accounting professional looking to work within an organization where I will effectively manage and support strategic initiatives, execute business objectives, and ensure maximum utilization of company resources. I possess effective organizational, time management, and follow through skills; as well as strong analytical and people skills and the ability to oversee multiple projects concurrently. I am an effective communicator and collaborator and have extensive knowledge of several ERP accounting software packages including Oracle, JD Edwards, Banner and Quickbooks.

PROFESSIONAL BACKGROUND

Lake Superior State University, Sault Ste. Marie, MI

Director of Finance January 2023 - Present

- Responsible for all financial audits, including preparation of schedules and analyses for any external or internal audits deemed necessary
- Directly supervise and maintain business operations including general ledger and budgets
- Oversee preparation of various financial and grant reports as well as tax documents required by Federal, State and private agencies
- Ensure that established University financial policies and procedures are being followed
- Implement changes in accounting policies, procedures, and processes to reflect changes in the regulations, policies and procedures of the various Federal, State, and professional bodies that impact the operations of the University business areas as well as changes approved by the University Board of Trustees
- Supervise the budget planning process at the University and oversee preparation of annual General Fund revenue, expense, and transfer budgets; as well as Auxiliary and other budgets as requested
- Oversee and assist in preparing and posting journal entries to record financial activity of the University.
- Assist and support all Finance reform efforts that are initiated by the CFO and work toward improving operational efficiency and streamlining processes
- Perform distributions of investment or endowment assets and asset appreciation according to University or Foundation policies.

Western Great Lakes Pilots Association, LLC, Brimley, MI

Business Manager May 2019 – January 2023

- Instrumental in developing and implementing new corporate guidelines, leading to more accurate financial reporting and revenue recognition
- Responsible for developing and implementing operating plan and budget for partnership with annual revenue of \$10M+
- Manage office operations, including human resource management, accounting, information system management, contract management, retirement planning, as well as all other business functions
- Prepare monthly, quarterly, and annual financial statements
- Develop and maintain current policies and procedures for the business

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PROFESSIONAL BACKGROUND CONTINUED

Michigan Department of Transportation/International Bridge, Sault Ste Marie, MI

Chief Financial Officer August 2016 - May 2019

- Responsible for the administration and monitoring of the annual operating budget
- Supervision of the bridge toll collection function and staff
- Manage and develop the accounting, finance, budgeting, investment, insurance, banking, procurement, information systems, and other business office functions
- Manage the toll revenue collection programs as well as function as the internal auditor to ensure that laws, standards, policies and procedures are adhered to
- Prepare quarterly and yearly financial statement and business plan
- Provide leadership, direction, and guidance to the management team regarding budgetary matters
- Select and assign staff ensuring equal employment opportunity in hiring and promotion
- Oversee staff development and training
- Evaluate and verify employee performance
- Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees
- Coordinate with labor relations representative to interpret collective bargaining agreement and Civil Service Rules and Regulations

Allscripts Healthcare LLC, Raleigh, NC

Senior Tax Accountant March 2010 - August 2016

- Business Lead for Oracle R12 EBTax/Vertex implementation (Vertex integration in all modules)
- Prepare monthly and quarterly sales/use tax returns for all divisions of company
- Reconcile General Ledger tax accounts monthly
- Research/resolve customer billing discrepancies related to tax exemption status
- Manage state sales/use tax audits
- Maintain business licensing for company
- Assist in preparation of annual federal and state tax returns
- Maintain accurate tax records for all entities
- Ensure compliance with federal, state, and local tax laws

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PROFESSIONAL BACKGROUND CONTINUED

Global Knowledge, Cary, NC

Tax Accountant December 2008 – April 2009

- Prepare monthly and quarterly sales/use tax returns for all divisions of company
- Maintain business licensing for all divisions of company
- Assist in preparation of annual federal and state tax returns for controlling corporation
- Manage state sales/use tax audits
- Prepare monthly and quarterly VAT filings for Canadian division
- Prepare monthly and annual filings of Canada/US non-Resident withholding tax
- Maintain accurate tax records for all entities
- Prepare annual unclaimed property filings with individual states
- Prepare annual property tax returns for all divisions of company
- Ensure compliance with federal, state, and local tax laws

Accounts Payable Manager March 2004 – December 2008

- Business lead for Oracle 11i Payables implementation
- Manage, develop, and monitor staff to include hiring, performance reviews, motivation, and counseling
- Maintain AP system by working with IT department to enhance system efficiencies
- Perform weekly payment review, ensuring that invoices are paid within stated terms, and all discounts are taken
- Maintain, modify, and recommend accounts payable procedures to ensure strong internal control structure
- Develop and maintain an initiative-taking working relationship with clients in the US and internationally
- Provide ad hoc reporting and analysis as required
- Perform sales/use tax, withholding tax and foreign tax audits to ensure compliance with state/US regulations
- Process yearly information returns with the IRS
- Meet scheduled deadlines for completion of work, presentation of reports, and other time sensitive responsibilities
- Ensure adequately controlled accounting practices are followed, in accordance with GAAP
- Ensure that all reconciliations are performed, cleared, and reviewed in line with agreed procedures
- Proactively manage relationships with internal and external auditors.
- Ensure timely compliance with audit requests for information

Hanson Aggregates, Morrisville, NC

Accounts Payable Manager March 2002 – March 2004

- Manage, develop, and monitor accounts payable staff
- Assist with development and implementation of paperless AP system
- Process yearly 1099 files with IRS
- Assist in development of policies and procedures to ensure compliance with SOX standards
- Implement EDI/ACH payment process
- Develop and administer company Purchase Card Program
- Instrumental in centralizing national accounting function to a shared services center

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ACADEMIC TRAINING

North Carolina Wesleyan College - 2005 — 2008

- Bachelor of Science - Accounting
- 3.83 G.P.A. (4.0 scale)
- Summa Cum Laude with Highest Distinction

TECHNICAL SKILLS/TRAINING

- Oracle 11i/R12 Financials (all modules) — including system implementations for AP/PO/EBTax
- JD Edwards
- Microsoft Office
- Vertex O Series/Sales Tax Returns — including system implementation
- QuickBooks
- SIGMA
- AASHTO National Transportation Management Leadership Training Program
- State of Michigan Civil Service Commission Management Development Program

REFERENCES

- Available upon request