

# Joseph P. Bilcze

Home: 330-823-4314 | Cell: 330-614-8672

8678 Byrd Avenue North East | Alliance, Ohio 44601-9411

E-mail: JBilcze@neo.rr.com | Web: <http://www.JosephPBilcze.com>

<http://www.linkedin.com/in/JosephPBilcze>

## Finance and Accounting Management

### Accomplishments

- **Identified** and **capitalized** on cost reduction opportunities.
- **Recognized, scrutinized, improved** and **streamlined** complex problems & work processes.
- **Spearheaded** and **revamped** financial reporting and **decreased** monthly closings times.
- **Created** cost accounting systems.
- **Observed** major operations of every department and **determined** their financial impact.
- **Developed, implemented** and **enforced** policies, procedures and regulatory compliance.
- **Attained** 100% unqualified independent audits with low risk.
- **Reviewed, selected** and **implemented** management information systems.
- **Counseled** management & Boards of Directors.
- **Provided** support and recommendations to other departments.
- **Built** rapport and **resolved** issues with diverse and multicultural colleagues
- **Looked** for, **learned** and **took** risks regarding new knowledge, concepts and ideas.
- **Designed** organizational structures that **motivated** employees to high performance standards.
- **Prioritized** and **juggled** multiple concurrent projects.

### Skills

- Manage & Develop Accounting Staff
- Budget Preparation - Annual/Revisions
- Operating Costs Reduction
- Accruals
- Forecasting - Strategic Planning
- Variance Analyses & Explanations
- Fringe Benefits & Pension Plans
- QuickBooks
- Government Contracts
- Closings -Monthly/Quarterly/ Year End
- Management Analytical Reviews
- Human Resources
- MS-Office Suite (Advanced Excel )
- Financial Statement Preparation & Analysis
- Cost Accounting - Job Order/Standard
- Cash/Banking/Credit Management
- Software Conversions
- Inventories & Materials Accounting
- Policies/Procedures/Regulatory Compliance
- ERP - Vantage Epicor
- Procurement Contract Negotiations
- Risk Management
- Pricing Decisions & Negotiations
- Coordinate External Audits
- Financial Controls & Compliance/SOX
- Account Reconciliations

### Professional Experience

**ACCOUNTING MANAGEMENT** – Accepting interim assignments as they become available  
2006 to Present      Took extended time off to care for aging mother and see to her final needs.

**CONTROLLER** – Union Metal Corporation | **DIRECTOR OF FINANCE** – St. Johns Villa  
**FISCAL MANAGER** – First Christian Church

- Increased revenues by \$150,000 by analyzing 50,000+ transactions for Medicaid payment.
- Decreased payroll preparation costs by \$20,000 per yr. by recommending outsourcing of payroll.
- Reduced shipping freight costs by at least \$10,000 per year by creating an Excel model that compares actual freight costs paid to freight costs estimated in sales prices.
- Developed Excel spreadsheet model that facilitated preparation of accurate budgets.

**CONTROLLER - FINANCE DIRECTOR** ICAN Inc. – Canton, Ohio - Nonprofit  
1995 -2005

- Three reports. Reported to Executive Director. Responsible for all financial management & IT activities of 3 nonprofit organizations with complex portfolios of revenue streams from multiple government contracts and grants. Provided counsel to executive staff and Board of Directors.
- Overhauled the financial department by establishing and implementing internal controls, policies and procedures, budgeting, analysis, improved financial reporting and cash management.
- \$53,000 saved, decreased monthly closings time by 50%; provided real-time interim reports by installing new accounting software.
- \$75,000 saved by shopping annually for fringe benefits and liability insurances and establishing a SIMPLE IRA pension plan.
- 90% awards of funds requested; 90% reduction in preparation time by; provided “what if” functionality by automating budgets preparation utilizing MS Excel models.
- One hundred percent unqualified opinions obtained from independent, local, state and federal auditors with the designation of very low risk by revamping the financial reporting process.

**CONTROLLER** Universal Vision Systems - Alliance, Ohio – Manufacturer - Military  
1993 -1994

- Four reports. Reported to President. Responsible for all financial management activities including cost accounting, IT and DAR, FAR US Army contract accounting aspects of the organization.
- 30% reduction of material, labor, overtime and overhead costs by creating a cost accounting system that cleaned up inventories; established accurate standard costs; established inventory and monthly estimated vs. actual production reports.
- 5 day decrease in monthly closings; eliminated manual tasks and improved operating efficiencies by revamping integrated accounting software.
- 200% reduction in budgets preparation time and providing “what if” functionality by automating budget preparation and contracts progress billings utilizing Excel models.

Accounting & Finance Consultant - Robert Half International 1990 – 1993

Internal Auditor/Senior Cost Analyst - Olin Corporation - Ravenna, Ohio 1984 – 1990

Accounting & Finance Consultant - Robert Half International 1983 – 1984

Cost Analyst - AMCA International - Morgan Engineering - Alliance, Ohio 1975 – 1983

Accountant - Family Business - Alliance, Ohio 1970 – 1975

## **Education**

- Kent State University - Kent, Ohio
- Bachelor of Business Administration in Accounting – 1974 – Full Scholarship
- Ohio Society of CPAs & United Way Annual Accounting and Finance Seminars
- Contract Law, Financial Reporting Updates, Supervisory Training, Interpersonal Relationships, Federal Government Contracts, Not-For-Profit Seminars