

Sue Pyne

Finance Manager

Staples Construction Company hired Sue in 2003 as Finance Manager. She manages the accounting, financial and human resource activities of the company. She has assisted in the company growth of \$7 million to \$50 million in revenues since that time. She deals directly with the company CPA, banking, bonding and insurance entities. She transitioned the company to a new accounting system, American Contractor and is proficient in all applications. She received her Bachelor of Science Degree from California State University, Northridge in 1999.

PROJECT EXPERIENCE

Ventura, CA

From Corporate Headquarters, oversees accounting, finance and human resource activities for the Company. Works closely with the President in planning the objectives, methods and resources of short and long range financial operations. Internally works with staff, monitoring the process and procedures of the accounting department to insure compliance. Prepares monthly financial statements and weekly payroll for all divisions. Handles all employee benefits for the Corporation.

Northern California

Actively involved in all financial processes for the Northern California area, including monitoring job budgets and forecasts in conjunction with the Director of Construction. Prepares reports to analyze performance of over 20 Public-funded Job Order Contracts, Works closely with Project Managers and Project Coordinators in all aspects of Accounts Payable and Accounts Receivable for the Job Order contracting program.

San Diego, CA

Prior to opening the office in 2005, prepared and analyzed the profitability of the new division. Set budgetary guidelines, policies and procedures to be followed to incorporate as a new division. Currently monitors and analyzes projects to insure the financial data is accurate and timely, train the regional office staff to follow Corporate procedures for consistency of financial data.

Illinois

Monitors and analyzes projects to insure the financial date is accurate and timely. Verifies that staff follows Corporate procedures for consistency of financial data. Prepares out of state payroll and files the proper reports for state taxes.

East Coast

Supported project in Baltimore, Maryland by setting up all state and local licenses, insurance and tax requirements to perform work in new state. Researched and implemented new payroll and workers comp programs to insure compliance. Reviewed project monthly to verify it was within our budgetary plan.