

## Bea Sweet

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### #### Xxxx, Central Canada X#X #X#  
(###) ###-#### | B.SWEET@xxxx.org

### Experience

200#-Present Dir of Finance, *unspecified Association of Canada (uAOC)*

- Understand all financial aspects of uAOC and provide effective financial decisions and strategies through analytical support to ensure financial well being
- Budget Committee Chair – responsible for strategic short and long-term financial planning
- Maintain liquidity and capital at sufficient levels
- Develop and recommend strategies in treasury and balance sheet management to maximize return on Capital for uAOC and Partner entities
- Proactively develop and manage relationship with External Auditors
- Influence and direct the preparation of statutory government returns
- Develop and administer financial and risk management policies/procedures, and controls. Administer all contracts involving financial operations
- Provide leadership to staff on monthly financial operating results, accounting functions, establishing individual performance targets and completing performance reviews
- Assess financial performance and best practices of peers and outline actions for improvement
- Manage IT systems and infrastructure to ensure that IT support & enhancement processes are efficiently providing the organization with the tools to meet its strategies and objectives, and internal knowledge of critical systems is sustained
- Direct the IT Operations, and Database and Programming team members in analyzing, reviewing, enhancing, and tailoring existing systems to increase operating efficiency or to adapt to information needs; building new information systems that will provide information, add new feature, and/or improve performance
- Actively participate in financial management and operational committees and acting Board member of multiple partner- entities

199#-200# Dir of Finance, *Aid by Air of Canada – Central Canada*

- Maintain and manage financial resources according to generally accepted accounting principles, and the regulations set for charities by CRA
- Restructure finances of entire aid support system
- As part of Management Team, participate in major decision making, implementing of policy

- Present Financial Reports to Board of Directors semi-annually
- Prepare for and facilitate annual financial audits, annual budgets, and processed payroll

199#-199#      Aid/Mozambique Program Finance Manager, *Aid by Air of Canada*

- Manage finances of Mozambique Program – # bases in # South African countries, # aircraft
- Setup Program accounting package and trained numerous staff
- Implement financial procedures and controls within the Program

199#-199#      Office Administrator, *unspecified Planning Consultants Inc.*

- Implement company's computer-based accounting system
- Manage all aspects of the office

197#-199#      Various Other jobs

- Bookkeeper, Order Desk, Cashier

### **Volunteering Experience**

201#-Present    Board member, *unspecified Church*

- Leadership to church and its activities

200#-200#      Board Member/Treasurer, *unspecified Church*

- Leadership to church and oversight to all assets
- Chair of Finance Committee

### **Education**

201#      Athabasca University      Athabasca, AB

- Bachelor of Management program in progress

19##      unspecified Correspondence School      Central Canada

- Accounting Program, graduated, 2-year diploma

19##      unspecified District Secondary School      Central Canada

- Graduated 4-year diploma

Various Other Business-related Training/Courses