

LISA S. GERTSCH

2514 South Boulevard, Houston, Texas 77098
832 649 5384 • 713 582 0067 (mobile) • lisagertsch@icloud.com

SUMMARY

Finance Director/Controller with Big-4 audit background specializing in nonprofits. Provides comprehensive financial services for organizations on a project or ongoing basis. Experienced with arts, education and human service nonprofits. Gives small to mid-sized clients the tools necessary to make informed decisions and plan effectively. Draws upon high-tech corporate manufacturing background to organize and stabilize financial systems. Earned an Economics degree from Stanford University, and obtained a CPA while auditing for PricewaterhouseCoopers. Key skills include internal controls and client service.

PROFESSIONAL EXPERIENCE

Lisa S Gertsch LLC President

**Houston, TX
2011-present**

- Functions as a contract finance director/controller for nonprofits.
- Implements and maintains accounting systems using Quickbooks and Excel.
- Records and reconciles all financial transactions.
- Experienced in grant budgets, compliance and reporting.
- Provides financial reporting, forecasting, budgeting and analysis.
- Creates customized financial reports specific to an organization's needs.
- Liaises with boards by presenting financials and providing training on board responsibilities.
- Establishes and documents standardized accounting policies, procedures and processes.
- Monitors government contracts ensuring compliance and timely payments.
- Completes Form 990s and other required filings and submissions.
- Coordinates third party audits including all schedule and report preparation.
- Processes payroll and can act as a human resource manager if needed.

Executive Service Corps of Houston Consultant

**Houston, TX
2011-2013**

- Presented seminars on nonprofit accounting.
- Implemented new and repaired neglected accounting systems using Quickbooks and Excel.
- Prepared and provided guidance on 990 returns.
- Consulted on various financial and accounting projects including audit preparation, policies and procedures.

Lamar High School Volleyball Summer League League Director

**Houston, TX
2010**

- Collected participant fees of \$6k, managed and reconciled deposits for 180 player league.
- Developed league schedule, tracked team standings and made court assignments using Excel.
- Created and maintained league website and Lamar Girls' Volleyball website.

**TISA Titans Rugby Union Football Club
Treasurer and Secretary**

**Baku, Azerbaijan
2004-2007**

- Coordinated meetings, functions and fundraising events for a 75 member youth club.
- Managed club funds, produced financial statements and developed annual budget of \$15k using Quicken.
- Ordered all equipment and supplies, and arranged for their importation.
- Organized travel for club and families to Dubai International Rugby Festival.
- Created print media for marketing and public relations including monthly press releases.

**Azerbaijan University of Languages
Conversational English Instructor**

**Baku, Azerbaijan
2004-2007**

- Designed and led curriculum for 30 student classes each semester.
- Worked with faculty to coordinate class times and discussion format.
- Exercised tact and courtesy during discussions of culturally sensitive topics.

**Redman Building Products, Inc.
Corporate Assistant Controller/Regional Controller**

**Dallas, TX
1990-1992**

- Conducted performance reviews at monthly Board of Directors' briefings of housing manufacturer with \$370 M capitalization and \$600 M in annual sales.
- Improved accounting systems for three warehouses and transportation regions.
- Coordinated budget preparation for all entities and forecast monthly cash flow at the corporate level.
- Developed inventory control systems for warehouse locations.
- Monitored loan agreements for compliance.

**Midwest Microwave, Inc.
Assistant Controller**

**Ann Arbor, MI
1988-1990**

- Prepared and analyzed monthly financial statements for high-tech manufacturer with \$5 M of annual sales.
- Created new chart of accounts and developed cost accounting procedures while implementing new systems.
- Prepared tax returns for payroll, 401k, and profit sharing plans.
- Monitored daily cash flow and prioritized expenditures.
- Executed special projects involving the costing system, the payroll system and physical inventories.
- Supervised and trained staff of five.

**Coopers & Lybrand
Senior Auditor**

**San Jose, CA
1984-1988**

- Planned audit engagements and coordinated audit teams.
- Verified financial statements and filed SEC and IRS required documents.
- Audited high-tech manufacturing, venture capital and nonprofit industries.
- Gained experience in nonprofit accounting during Stanford University audits.
- Obtained CPA license.

EDUCATION

Rice University, Glasscock School of Continuing Studies
Center for Philanthropy & Nonprofit Leadership
Nonprofit Finance Certificate

**Houston, TX
August 2013**

Stanford University
Bachelor of Arts, Economics

**Stanford, CA
June 1984**