

**STEVEN J. SMULEWITZ**  
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### **PROFESSIONAL PROFILE**

- Full charge accountant & bookkeeper with a comprehensive understanding of general business, financial planning, and accounting and principles including fund accounting.
- Adept at financial reporting and analysis, performing reconciliations, cash management, budgeting, payroll, sales tax administration and reporting, accounts payable & accounts receivable, and general ledger accounting.
- Business professional and community leader with both for-profit & not-for-profit management and accounting experience.
- Computer literate with competencies in MS Word, Excel, Access, Outlook, & QuickBooks.

### **EXPERIENCE**

#### **Bookkeeping, Tax Preparation, and Financial Management Consultant, San Rafael, CA**

January 2004 - Present

Owner-Operator, dba Budget Keepers (see [www.budgetkeepers.net](http://www.budgetkeepers.net))

- Provide bookkeeping and tax preparation services to individuals and small businesses including financial reporting and analysis, performing reconciliations, cash management, budgeting, payroll, sales tax administration and reporting, accounts payable & accounts receivable, cash flow projections, profit & loss and balance sheet reporting.
- Authorized ADP wholesaler providing comprehensive payroll services.
- Perform audit controls and compliance; budgeting and cash flow analysis.
- Ensure internal controls and compliance with policies and procedures for cash receipts, cash disbursements, and general journal entries.
- Prepare quarterly and year-end financial reporting and analysis.

#### **Redwood Empire Council, Boy Scouts of America, Santa Rosa, CA**

March 2010 – August 2011

Accountant

- Established, implemented and maintained policies and procedures for all financial management functions including accounting, payroll, human resources, employee benefits, and property & liability insurance.
- Ensured internal controls and compliance with generally accepted accounting practices.
- Maintained, reconciled and analyzed general ledger accounts for all funds.
- Ensured internal controls for cash receipts, cash disbursements, general journal entries, accounts receivable & accounts payable.
- Maintained asset and depreciation schedules.
- Collaborated with board president and finance committee to develop annual income and expense budgets; controlled expenditures against budgets.
- Oversaw and managed the preparation and analysis of monthly cash flow, profit & loss, and balance sheet reports.
- Maintained a high sense of stewardship by proactively identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting.
- Worked with external auditors to prepare and review audit schedules and annual report of audit findings. Acted as staff liaison to Audit Committee.
- Managed POS software and its interface with the general ledger, performed proof of cash.

**Young Men's Ultimate Weekend, San Rafael, CA**

A 501-c-3 CA Public Benefit Corp.

January 2000 - December 2002

Co-Founder, Member Board of Directors

- Co-founder of a non-profit corporation to benefit young men ages 13 to 20 through initiation events that promote character building through adult and peer mentoring (see [www.ymuw.org](http://www.ymuw.org)).
- Created a 200+ page manual providing comprehensive operational guidelines for initiation events and mentoring programs.
- Composed a loss control manual documenting operational protocols, mentor screening and qualifications, event rules and regulations, and safety guidelines
- Expanded outreach to six California locations within three years.
- Designed affiliate operational model and opened one affiliate office.
- Hosted 1,500 young men during 27 initiation events with event revenue of \$375,000.
- Managed teams of 40 volunteers to facilitate YMUW events including equipment management, activities scheduling, and transportation.
- Organized pre-event volunteers for equipment procurement, event registration, food planning and preparation, safety guidelines, and audio-visual production.
- Managed YMUW event budgets of \$15,000
- Provided corporate oversight of operations and non-profit guidelines.
- Represented the YMUW to over 50 agencies and non-profits to support event enrollment and fundraising.

**Putney Financial Group, San Rafael, CA**

January 1997 – December 1999

Operations Manager

- Member of first-line management; administering company policies, practices and procedures.
- Implement and supervise systems to ensure trade compliance and financial reporting practices. Direct and support effective internal control practices, training and evaluation.
- Manage and coordinate activities of the staff, create measures to improve performance and increase efficiency, recommend or initiate personnel actions including hiring, promotions, terminations, and disciplinary actions.
- Follow guidelines and procedures for regulatory mandated reporting; provide information, explanations and disclosure to internal and external auditors.
- Monitor client portfolios of over \$200 million in assets, perform financial analysis and develop recommendations for investment performance.
- Co-develop and model firm's five proprietary investment portfolios with demonstrated success in meeting performance projections.

**Mutual of New York, San Francisco, CA**

1988-1996

Sales & Operations Manager

- Member of executive team, directing daily sales and office operations, budgets, goal setting and performance plan development for 55+ career agents.
- Managed agency staff of 18 serving new business and policyholder service departments.
- Held agency expense increases to an average of 7% per year.
- Increased annual sales revenue an average of 12% per year distinguishing SF Agency as the leading sales agency among 11 in the Western Region for 1993, 1994, 1995, and 1996.
- Received special recognition award for leading 64% agency wide increase in revenue 1995.
- Recognized for outstanding leadership and awarded special recognition for personal sales revenue in 1990, 1991, and 1992.
- Recruited, trained, or supervised 75 new sales agents with retention rate of 15% at two years tenure.
- Lead facilitator of MONY's 10 session training program for new insurance agents. Instructed 90 total classes with attendance averaging eight students.

**Massachusetts Mutual Life Ins Co, New York, NY**

1982-1987

Director of Marketing & Marketing Administrator

**EDUCATION**

Hofstra University, Hempstead, NY, BA, Philosophy

Hofstra University, Hempstead, NY, AA, Mathematics