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EXPERIENCE:

- Lighthouse Academies, Inc., Framingham, Massachusetts** 5/2009 – Present
Controller
- Effervescent, Inc., Fitchburg, Massachusetts** 11/2007 – 5/2009
Assistant Controller / Controller
Perform accounting and finance functions in small wholesale distribution company with Chinese supplier. Book shipments from China with freight forwarders. Manage general ledger, accounts receivable, accounts payable, inventory. Use NetSuite software. Reconcile on-line bank statements. Complete G/L closings and run monthly and ad-hoc reports. Review financial statements and make recommendations to senior management. Interact with external auditors.
- Devereux Foundation, Rutland, Massachusetts** 3/2003 – 11/2007
Business/Finance Manager
Managed Business Office with four staff-members. Supervised Accounts Payable, Accounts Receivable, and Payroll. Performed general ledger closings and account analysis. Expert in CMHC Accounts Receivable, Cyborg Payroll, Oracle GL/AP/FA, Excel, and Quickbooks. Assisted Director of Administrative Services on a daily basis. Interacted with Worcester Consortium. Supervise food service mealcounts and reimbursements. Maintained good customer service to the Devereux campus with fluctuating staff levels. Selected competent employees to fill vacancies. Oversaw petty cash and client funds. Developed and implemented financial controls and procedures. Interacted with external and internal auditors. Worked closely with Corporate staff in Pennsylvania. Received Support Service award in July 2005.
- Butcher Company, Marlboro, Massachusetts** 10/2001 – 9/2002
Senior Accountant (Contract)
Assisted Controller with monthly closings in Oracle: GL, FA. Wrote Financial Statement Generator code to create P&L statements for divisions and company. Completed and filed state sales-tax returns. Issued international wire payments.
- Lavastorm, Inc., Waltham, Massachusetts** 9/2000 – 9/2001
Accounting Manager / Assistant Controller
Managed monthly GL closings in Oracle 11i. Coordinated AP, AR, FA interfaces to GL; prepared standard and general journal entries; posted payroll; reconciled GL accounts: cash, accounts receivable, prepaid expenses, fixed assets, accounts payable, accrued expenses, notes payable. Issued financial statements through Oracle FSG (Financial Statement Generator) and ADI (Applications Desktop Integrator). Analyzed variances against budget. Managed AP accountant and directed AP postings and payments. Interfaced with senior management and external auditors. Implemented AP, AR, FA, and GL modules in Oracle. Shortened the close-cycle from ten to five days.
- Stone & Webster Engineering Corporation, Boston, Massachusetts** 9/1998 – 9/2000
Senior Accountant, Corporate Accounting
Was first Oracle 10.8 module to go “live,” successfully, and within budgeted time. Participated in SWAT (S&W Action Team) development of Oracle software. Converted over 50,000 assets from old database to Oracle. Managed Oracle fixed-assets system for US, UK, and Canada. Directed fixed-assets accountant. Trained others, including senior management. Coordinated interface between Oracle FA and Oracle AP & GL modules. Was responsible for accurate and timely depreciation (>\$1 million / mo.), additions,

retirements; forecasts of depreciation expense; proper charging to various departments (IT, Reprographics, Building Services). Monitored capital spending. Consolidated worldwide fixed-assets activity. Led preparation of 10Q/10K footnotes for PP&E. Wrote policies and procedures for fixed assets. Also analyzed trial balances of various companies.

Saint Vincent Hospital, Inc., Worcester, Massachusetts

2/1991 – 9/1998

Senior Accountant, Corporate Accounting

Participated in transition from not-for-profit to for-profit entity. Implemented Global fixed asset system. Consolidated financial statements and performed eliminations; tracked capital spending against budget. Developed budget for interest, depreciation, and amortization expense. Interfaced with senior management and other departments. Used Global accounting software, Hyperion. Volunteered as Russian medical interpreter from time to time.

University of Massachusetts Medical Center, Worcester, Massachusetts

1990 – 1991

Grant Accountant (Contract), Department of Pathology

Tracked expenses on medical research grants; issued purchase orders and paid vendors; ensured that grants stayed within budget; and projected current year expenditures.

Data General Corporation, Westboro, Massachusetts

1988 - 1989

Accounting Supervisor, International Manufacturing

Managed one accountant. Consolidated and analyzed financial statements from plants worldwide. Worked closely with plant controllers, senior management, and auditors. Analyzed intercompany payables and receivables between the U.S. and international manufacturing subsidiaries: Hong Kong, Singapore, the Philippines, Taiwan, Japan, and Germany.

Digital Equipment Corporation, Massachusetts

1981 - 1988

Treasury Accountant, International Manufacturing, Marlboro, Massachusetts

Supervised one accountant in Financial Development Program; analyzed U.S. inventory for foreign content in order to develop effective tax rate; developed and implemented hedge accounting procedures in accordance with FAS No. 52; monitored yen purchases; helped train cost accountant in Mexican plant to understand intercompany accounting with standard cost and mark-up to international sales price.

Senior Accountant, Corporate Accounting, Acton, Massachusetts

Consolidated and analyzed worldwide subsidiaries' financial statements; helped prepare fiscal reports of the Corporation (10-K, Stockholders' Reports); considerable experience with personal computers and mainframes; used Lotus 1-2-3 through the macro level. Analyzed intercompany payables and receivables and reconciled variances among subsidiaries worldwide. Supervised one accounting clerk.

Accountant, Corporate Manufacturing, Maynard, Massachusetts

Consolidated manufacturing costs of plants; allocated overhead to divisions; developed corporate forecasts of inventory and costs; analyzed variances; created financial models on the PC.

EDUCATION: Master of Business Administration, Finance, May 1981

Babson College, Wellesley, Massachusetts

Bachelor of Arts, June 1978

Middlebury College, Middlebury, Vermont

OTHER:

Certified Management Accountant, 1986 – 2002.

Instructed accounting, business, computers in Evening Division,
New England School of Accounting, Worcester, MA



LIGHTHOUSE ACADEMIES POSITION DESCRIPTION

We prepare our students for college through a rigorous arts-infused program.

VISION

All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and life long learning. The impact of our collaborative efforts will fundamentally change public education.

CORE VALUES

Work hard. Get smart.
Graduate from college.

High expectations
equal results.

Nothing less
than excellence.

Today is the day
we make it happen.

Title: OFFICE MANAGER

Reports To: Principal

ESSENTIAL QUALITIES

Lighthouse Academy (LHA) office managers are more than operational managers and administrative support. They help transform children's lives by creating opportunities for a brighter future. We are seeking office managers who will make the commitment to conduct their work with determination, integrity and purpose, embodying these essential qualities:

- Past experiences and actions reflect a commitment to the LHA mission, vision, core values
- A passion and ability to build and sustain the LHA K-12 model in a high need, urban environment
- Work in schools that demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and works to build a collaborative culture with LHA network, community, staff, families and students

ESSENTIAL FUNCTIONS

A Lighthouse Academy office manager works to create and enhance a culture of achievement and respect where high expectations and results are the norm. Office managers' actions must always be aligned with our mission, vision, core values and education program. The essential functions for our office managers are as follows:

ADMINISTRATIVE and OPERATIONAL SUPPORT

- Implement the Lighthouse Academy Procedures Manual by effectively administering all policies and procedural processes.
- Implement the Lighthouse Academy Employee Handbook by effectively administering and providing oversight for all policies and procedural processes.
- Input key school data into LHA's student information system, as well as any other state/district required student information system including attendance, lunch programs, and other data as required by school reporting requirements; continuously update and verify accuracy of data.
- Capture and organize key school data for creation and completion of all district, state and network reports, as requested.
- Assist principal with all aspects of student recruitment: marketing materials, answering parent questions, processing applications, lottery organization, working with parents/guardians to complete enrollment information
- Manage financial processing and record keeping for the school, including invoice processing, cash management, bank deposits, procurement, asset inventory and weekly reporting.
- Collect and update all Human Resources data for the school, including processing new hires, submitting payroll data and changes to LHA.
- Maintain all files and records for the school as may be required to ensure accuracy and confidentiality, as well as efficiency for information collection.

- Complete related clerical/administrative duties as required by the principal and LHA regional support staff.

FAMILY and COMMUNITY RELATIONS

- Communicate in a timely and respectful way with parent/guardians remaining sensitive to different families' cultures, values and needs.
- Initiate and maintain timely communication with all parents/guardians (notes home, phone calls, in-person meetings) concerning required school documentation and procedures; follow up with parents to receive full compliance and participation from all parents/guardians.
- Work collaboratively with families, and other members of the community as requested to aid in the involvement and support of the success of a diverse student population, and to bring in volunteers and additional resources.

PROFESSIONALISM

- Collaborate with colleagues (school-wide meetings, office manager calls, professional development days) to continuously improve personal practice and to support the achievement of the overall goals and mission of the school and the network.
- Access meaningful learning experiences (professional development opportunities, ideas from colleagues and supervisors) and exercise judgment in accepting findings as valid for application in practice and improvement.
- Reflect critically upon experience and practice; identify areas for further professional development as part of a professional development plan that is linked to professional growth and school/network level goals; access meaningful learning experiences; listen thoughtfully to other viewpoints and responds constructively to suggestions and criticisms.
- Use feedback to inform and update Individual Professional Development Plan.
- Fulfill all outlined and related functions professionally, timely and thoroughly.

MINIMUM QUALIFICATIONS

EDUCATION: Associate's degree, preferably in Education

EXPERIENCE, KNOWLEDGE & SKILLS:

- Prior office management and clerical experience in a school environment
- Ability to operate effectively in a busy, open air environment with intermittent interruptions
- Working knowledge of student information systems, PowerSchool experience preferred
- Strong desire to work within an innovative, urban educational program
- Ability to turn best practices into high quality, goal-driven results
- Highly effective interpersonal skills to provide high quality customer service
- Experience using QuickBooks, web based payroll (ADP preferred) and HRIS systems, Microsoft Office Pro software, and ability to effectively use word processing, spreadsheet, presentation and database applications
- Working knowledge of standard office equipment including, but not limited to: PC, copier, fax machine, telephone, and local network and Internet searches
- Ability to complete thorough and accurate written reports/correspondence
- Excellent prioritization and organization skills; demonstrated decision-making and problem solving skills
- Sense of humor

HUMAN RESOURCE INFORMATION

EVALUATION: Annually by the principal; Formal and informal (ongoing) observations; Progress toward standards outlined in Non-Instructional Staff Evaluation and goals outlined in Individualized Professional Development Plan

EMPLOYMENT AND BENEFITS: Per company policy as specified in the individual employment contract

CLASSIFICATION: Full-Time, Administrative (non-academic), and Non-Exempt