

SUSAN L. PRESS

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PROFESSIONAL EXPERIENCE

THE BREWERY WORKS, INC.
AKA Schlitz Park Leasing and Management
Controller

Milwaukee, WI
2000 - Present
1992 - 1996

Responsible for all accounting functions including AP, AR, GL, depreciation, budgeting, cash management, construction draw processing, CAM estimates and adjustments, payroll and benefit administration, as well as monthly financial statements for major commercial leasing and real estate developer in a multi- and inter-company environment. Handle multiple priorities, supervise office personnel and work closely with Executive Vice President, maintenance and security supervisors to help manage over one million square feet of office and warehouse space.

RITZ, HOLMAN, BUTALA, FINE, LLP
Supervisor

Milwaukee, WI
1998 - 2000

Worked in all areas of public accounting, including review and audit engagements, specializing in nonprofit organizations and real estate. Plan and coordinate various phases of engagements with partners, including supervision of staff. Study and evaluate internal controls of clients. Prepare and review all types of financial statements including consolidations, as well as all types of income tax returns including individual, partnership, corporations, nonprofit and out of state tax returns. Provided QuickBooks training and other consulting services.

ZIGMAN, JOSEPH, STEPHENSON, INC.
Controller/Office Operations Manager

Milwaukee, WI
1997 - 1998

Responsible for all accounting functions, payroll and benefit administrator, timekeeping and billing processes, and all office management functions. Supervised 6 support staff and worked closely with 13 account executives to coordinate workflow in a very fast-paced public relations consulting firm.

KESTLY, ANDALORO & SMITH, LLP
Staff Accountant

West Allis, WI
1996 - 1997

Worked with small business clients, mostly service related, such as doctors, dentists, retail and wholesale sales and restaurants, doing monthly/quarterly write-up work through compiled financial statements. Responsible for payroll, sales tax and personal property tax reporting.

EASTMORE REAL ESTATE
Accountant/Operations Manager

Milwaukee, WI
1991 - 1992

Supervised day-to-day operations of a fast paced residential real estate and property management firm. Supervised office staff of three and co-supervised eight resident managers. Worked closely with maintenance supervisor to manage 500 units in multiple locations and handle tenant/manager problems on a daily basis. Responsible for AP, AR, GL, payroll and preparation of monthly financial statements in a fully computerized and multi-company environment. Set up complete general ledgers and financial statements for seven companies that had previously been accounted for with income and expense accounts only. Set up cash flow statements for individual properties to facilitate budgeting and cash management. Computerized the trust accounting and payroll functions that previously were done manually.

EDUCATION and CERTIFICATIONS

- University of Wisconsin -- Milwaukee - Bachelors of Business Administration, Accounting, 1991
- Certified Public Accountant - Licensure in Wisconsin since 1999

ORGANIZATIONAL INVOLVEMENT

- Wisconsin Institute of Certified Public Accountants - Member since 1999
- American Society of Women Accountants - Member since 1999, holding offices of Treasurer, Vice-President and Corresponding Secretary
- African American Children's Theatre -- Board Treasurer since 1999
- Southern Kettle Moraine Horse Trail Association - Board Member since 2005