

# Michael Gardner, CPA

4030 Cypress Lane • Franklin, WI 53132

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# MG

## Professional Summary

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Analytical and organized accounting professional with more than 20 years of experience in general, corporate accounting, finance and auditing functions with knowledge of financial statement preparation in accordance with the US GAAP principles. Resourceful and meticulous financial leader with expertise in budgeting, cash management and flow analysis, general ledger and banking reconciliation, A/P, A/R, payroll, fixed assets and inventory control. A team player and multi-tasker seeking to leverage background into a senior accounting role with a progressive and privately held organization.

## Skills

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GAAP Principles • Customer Service • Audits • Team Leadership • Written & Verbal Communications • Multi-tasking • Managing Priorities • Financial Functions • Accounts Payable & Receivable (A/P & A/R) • Cost Allocation • Bookkeeping • General Ledgers • Balance Sheets • Income Statements • Cash Flow Analysis • Account Reconciliation • Accounting Software • Projection Scheduling • Month-End Reporting • Billable Expenses • Revenue Reviews • Office Management • Data Collection & Analysis • Corporate Account Control • Inventory Control • Project Management • Problem Solving • Cultural Diversity • Sound Judgment • Internal Controls • Journal Entry Preparations • Payroll • Financial Statement Preparation & Reporting • Budgeting • Forecasting • Cash Management • QuickBooks Enterprise • Microsoft Office Suite • P&L

## Experience

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**Controller, Ray's Wine & Spirits, Wauwatosa WI, 2015-Present**

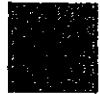
**Owner, Gardner Group LLC, Milwaukee, WI, 1996-2015**

**Controller, Coach & Car Equipment Corporation, Elk Grove Village, IL, 1994-1996**

**Controller, Aircraft Industries Corporation, Milwaukee, WI, Prior to 1994**

- Managed the development of an 180K square foot building from warehousing to a landmark multi-use office building, increasing value from \$3.2M to over \$14M while improving revenue by 400%.
- Diminished financial inaccuracies by accurately executing monthly bank reconciliations and overseeing inventory, A/P, purchasing, and payroll.
- Reduced process lags by effectively supervising staff members to ensure optimal productivity while training employees on best practices and protocol.
- Leveraged relationships with plant managers and an understanding of the manufacturing process and material flow to optimize project completion.
- Partnered with industrial engineers to leverage labor studies and routings to drive process improvements and productivity.
- Interfaced with materials departments to resolve procurement and inventory control issues.
- Aided senior leadership during executive decision-making process by creating customized budgeting, multi-year projections, and financial reports and work papers according to consolidated reporting standards.
- Automated financial and accounting office operations, managing correspondence, record tracking, and data communications.
- Delivered productive resolutions, executing on-time, under-budget project management on complex financial issues.
- Supported leadership during corrective action planning by collecting and consolidating financial information to advise departments on data analysis.
- Mitigated risks and identified opportunities by preparing balance sheets, P&L statements, cash flow statements and other reports to forecast current and projected company financial position.

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- Prepared journal entries, reconciliations and analysis, including P&L variances, intercompany, intercompany account comparisons and aging reports to ensure proper and accurate financial closings.
- Prepared the budget to ensure optimal performance.
- Drove record accuracy by effectively managing payroll, billing, deposits, and reconciliation across multiple accounts.
- Mitigated financial discrepancies by maintaining financial records/general ledger, and coordinating bookkeeping with 100% accuracy for multiple business entities.
- Resolved issues by formulating solutions that drive efficiencies.
- Sustained forecasting tools to manage cash requirements and obligations.
- Optimized overall system effectiveness by facilitating new accounting procedures.

## Education, Certification and Affiliation

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**MBA, Marquette University (coursework completed)**

**BSBA, Accounting and Management Information System, Bowling Green University**

**Certified Public Accountant, State of Wisconsin**

**Made2Manage Software Implementation Training**

**Past Member of Oversight Committee on Economic Development, City of Franklin**

**Past Alderman, City of Franklin**

**Past President/VP/Treasurer, Franklin Public Schools Board of Education**

**Past President/Past Treasurer, Historic Third Ward Association (Current Board Member)**

**Past Treasurer, City of Milwaukee Business Improvement District #2 (Current Board Member)**

**President, MidTown Tosa Association, Wauwatosa WI**