



# David Dyer

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High-performing accounting and financial specialist with over 20 years of innovative professional leadership in government, hospitality, and non-profit organizations; U.S. Marine Corps veteran

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## Skills

- Proven accuracy in advanced financial and accounting calculations
- Reliable team player in diverse fields and organizations
- Adept at employee conflict resolution
- Proficient in Microsoft Excel, Outlook and Word
- Tested leadership character under stress
- Dedicated to pinpointing business needs and creating solutions

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## Experience

FEBRUARY 2019 – PRESENT

### Chief Accountant / City of Groveland, FL

- Act as lead point of contact in the external audit process
- Perform month-end analysis to support the closing process (as well as year-end)
- Manage fixed assets and construction-in-progress accounting
- Oversee AP and bank reconciliation
- Generate financial reports as necessary
- Assist in the annual budget process
- Compile and file various required state and federal financial reports

SEPTEMBER 2018 – FEBRUARY 2019

### Chief Accountant / City of Ocoee, FL

- Approved requisitions, check disbursements and purchase order changes
- Compiled all prior-year fixed asset acquisitions, disposals, work-in-progress and depreciation
- Identified inefficiencies in the \$80 million budget preparation process
- Implemented new budgeting software
- Completed forecasting, month-end, year-end and budget-to-actual analysis

JULY 2017 – SEPTEMBER 2018

### Interim Finance Director / City of Groveland, FL

- Executed the budget process (\$52 million), including state reporting requirements, on schedule
- Managed a staff of nine in A/P, A/R, human resources, utility billing and IT departments
- Advised the interim city manager on all municipal financial matters
- Assessed and corrected the general ledger, reporting, and classification of revenues and expenses
- Achieved a perfect external annual audit, to include a perfect Single Audit.

MARCH 2008 – AUGUST 2016

**Finance Director / City of Davenport, FL**

- Supervised \$4 to \$10 million revenue and all financial operations of a city with 35 employees
- Oversaw accounts payables, accounts receivables, information technology, payroll and human resources
- Created and generated reconciled financial monthly statements
- Ensured compliance with state and federal fiscal laws
- Developed annual budgets and assisted annual auditors
- Analyzed financial reports and projections for accurate reporting of financial standing

MAY 2006 – MARCH 2008

**Budget Analyst / Osceola County BOCC, Kissimmee, FL**

- Identified and investigated variances to financial plans and forecasts by interpreting financial results for multiple departments with budgets over \$100 million
- Analyzed and developed financial growth opportunities while preparing and presenting the annual county budget to the commissioners
- Synthesized financial and budgetary information to solve problems and develop alternative solutions based on applicable laws, financial standing and sound fiscal practice
- Facilitated communications between the budget director and department heads

JANUARY 2005– MAY 2006

**CFO / S.T.E.P.S, Inc., Orlando, FL**

- Produced monthly financial statements for the board of directors and executive director
- Oversaw account payables, made journal entries, handled invoices and reconciled bank, expense and revenue accounts
- Created an annual budget and analyzed financial data while achieving an organizational milestone of the first perfect independent audit
- Managed government contracts and acted as the fiscal point of contact for funders
- Directed all human resource processes including benefits, hiring, payroll, performance evaluations and recruiting
- Implemented a new networked information technology system

JULY 2000– DECEMBER 2003

**Restaurant Manager / Walt Disney World Resort, FL**

- Analyzed, interpreted and presented daily, weekly, monthly and annual reports on inventory, product usage and sales
- Assisted the purchasing manager with inventory accounting for the deluxe resort foods operations
- Managed the pool bar, fast casual restaurant and deluxe resort room dining service which had annual sales of over \$12 million

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**Education**

AUGUST 2005

**MBA/ Palm Beach Atlantic University, Orlando, FL**

- Accelerated and rigorous two-year night school program
- Developed a comprehensive business plan for a restaurant in the Orlando area

MARCH 2003

**BS in Organizational Management / PBAU, Orlando, FL**

- Minored in Organizational Behavior
- First graduating class of the satellite campus