

Alex Hayes
P.O. Box 8422
Horseshoe Bay, TX 78657
alexhayes@aol.com
(512) 277-0110

SUMMARY OF QUALIFICATIONS:

Accomplished Accounting/Finance/Business/HR professional with 13+ years of experience in both the private and public sectors. Results-oriented with excellent organizational, analytical, communication and management skills. Experience with projects ranging from \$50k to \$140 Million+. Extensive “on-project” experience with a solid understanding of the basic field operations of construction.

EXPERIENCE:

Ri-Con Construction Inc.

Horseshoe Bay, TX

Controller/Business Manager/HR Director

Sept. 2007 – April 2009

- Monitor and project the company’s financial position, operations, and working capital needs.
- Maintain bank relations, obtain asset financing and refinancing.
- Maintain relations with CPA and company lawyer. Manage litigation in progress.
- Establish and maintain internal accounting controls.
- Establish and maintain general and administrative expense budget system.
- Maintain financial relations with surety.
- Prepare reports for prospective customers, banker, surety, creditors, insurance agent and underwriter.
- Maintain, administer and report worker’s compensation, employee benefits and health care, liability and property insurance.
- Write company personnel policies.
- Cash Flow, cash balance, financial statements, balance sheet, profit and loss, trial balance, general ledger, accrual and journal entries, account and bank reconciliation’s, income, unemployment and sales and use taxes, purchasing, fixed assets, accounts payable, account receivable, vendor relations, cost analysis, and payroll.
- Percentage-of-completion schedule, percentage-of-completion journal entries, WIP reports, job cost reports, set-up and maintain jobs, cost accounting.
- Write customer and subcontractor contracts and ensure compliance thereof, monthly billings, full and partial lien releases, retainage.
- Identify, record and maintain direct and indirect job costs. Develop and maintain historical cost data for bench marking

Horseshoe Bay Resort

Horseshoe Bay, TX

Executive Assistant to the CEO/Personal GC for CEO’s private home

Aug. 2007 – March 2008

- Responsible for all administrative functions of the Chief Executive Office.
- Compose correspondence requiring knowledge of the CEO’s views and philosophy.
- Note commitments made by the CEO during meetings.
- Arrange for staff implantation, and arrange for staff members to represent the Resort/Realty at conferences and meetings.
- Establish appointment priorities or reschedules, or refuse appointments or invitations.
- Make travel arrangements.
- Summarize content of incoming materials, and locate and attached related documents to correspondence which requires the personal attention of the CEO.
- Read outgoing correspondence for CEO approval and alert writers to any conflict with the file or departure from policies or CEO’s viewpoints.
- Anticipate ways in which the CEO’s time may be saved.
- Handle details of a confidential nature.
- Take and transcribe notes and dictation.
- Read and route incoming mail.
- Other administrative duties as assigned.
- Coordinate and oversee completion of new and remodel construction of CEO’s private \$7 million dollar home. Solicit and review subcontractor bids. Engage, contract, oversee and approve subcontractor work. Compile and oversee completion of subcontractor punch lists. Approve invoices for payment.

Ashland Oil Inc.(APAC Southeast, Inc.)

Atlanta, GA

Finance/Business Manager Major Projects Group

Sept. 2005 – March 2006

- Financial Management of the following MPG Projects:
 - NCDOT Greensboro Western Loop, \$142 million
 - FLDOT Palmetto Expressway, \$80 million
 - FLDOT Sawgrass Expressway, \$81 million (A Design Build Project)
 - FLDOT SR 79 (West Bay Bridge), \$26 million.
- Cost control, revenue recognition, sub accruals, billings, project performance reviews, projection reports, change order management and tracking, budget revisions and analysis, subcontractor payment requisitions.
- Trial balance, income statements, balance sheet, budgeting, forecasting, journal entries, accrual entries.
- Sarbanes-Oxley compliance for entire division. Identify, implement, test and maintain internal controls.

Tebarco Mechanical

Alpharetta, GA

Finance Manager

Mar 2003– Sept. 2005

- Financial statements, trial balance, general ledger, account and bank reconciliation's, income, unemployment and sales and use taxes, purchasing, fixed assets, accounts payable, account receivable, vendor relations, cost analysis and payroll.
- Job Costing, monthly job performance review, change order and schedule management, budget revisions and analysis, AIA pay applications and billings, service billing, collections.
- Benefits administration, retirement planning, FSA, life insurance and 401k administration, Cobra compliance, worker's compensation, G/L, umbrella, automobile, health and dental policy negotiations and renewals.

M&M Steel, Subcontracting & Supplies

Boston, MA

Controller/HR Director

Jan 1996 – March 2003

- Multi-state, multi-location consolidations (3 states, 6 branches), financial statements, trial balance, general ledger, account and bank reconciliation's, income, unemployment, and sales and use taxes, fixed assets, purchasing, accounts payable, accounts receivable, vendor relations, cost analysis and payroll.
- Supervised 150 employees – 22 of them directly in the accounting department.
- Job costing, monthly job review and tracking, change order management, budget revisions and analysis, AIA pay applications and billings, collections.
- Benefits administration, retirement planning, contingency reporting, recruitment and training of new and existing employees, streamline work functions, problem identification and resolution, health and safety training, OSHA reporting, ADA compliance, FMLA and worker's compensation.

Hayes Financial Services (Consulting, Accounting and Tax Firm)

Multi-State

Owner

June 1996 – current

- Provide accounting, payroll, tax, and consulting services for construction companies in the private sector.

SOFTWARE SKILLS:

- JD Edwards
- Windows (all versions through Vista)
- Microsoft Office (Word, Excel and Outlook)
- PeopleSoft
- Timberline
- Master Builder
- Microsoft Project
- Oracle
- Peachtree
- QuickBooks (All versions)
- HCSS
- Primavera

EDUCATION:

- University of Maine Bachelor's in Business Management/Accounting
- CPA Track

REFERENCES:

- Available upon request

