

WILLIAM T. KOTOS

72 Boulderbrook Road
Wilton, CT 06897

billninak11@aol.com

Home 203-762-5341
Cell 203-858-8286

PROFILE

Over 25 years of diverse, progressive experience as a controller with responsibility for financial planning, reporting and expense control functions. Integrate organizational abilities with excellent communication and interpersonal skills to achieve objectives. Highly motivated, results oriented professional with a demonstrated ability to develop accurate and timely reporting systems.

OBJECTIVE

To obtain a challenging position in a progressive company where my financial management experience can be utilized to the fullest extent.

EDUCATION

1981 Central Connecticut State College (New Britain, CT)
BACHELOR OF SCIENCE DEGREE in ACCOUNTING

EXPERIENCE

- Apr.-Jun.09 Bill Kolb, Jr. Subaru, Inc. (Orangeburg, NY)
Consultant (three month assignment)
Restructured the office staff, set-up new procedures with check and balances.
Implemented new sales processes with emphasis on controls.
Reconciled over a year of multiple bank and G/L accounts.
Established departmental accountability for all company managers.
Re-established excellent working relationship with Subaru Financial Corp.
- 1993-Jan.09 Quality Ford of Mt. Vernon, Inc. (Mount Vernon, NY)
Secretary/Treasurer/Controller
Reported directly and worked side-by-side with the dealer principals.
Overall authority for the financial operation of the organization and overseeing all departmental functions.
Prepared timely and accurate financial statements, set-up and monitored daily operating control reports, with emphasis on sales/gross and cash management.
Reconciled monthly bank and G/L accounts.
Prepared monthly and quarterly sales tax returns for required states.
Prepared and implemented departmental compensation incentive plans.
Designed reports and forms in accordance with dealer specifications.
System Administrator -- maintained and upgraded all system functions.
Developed, updated and enforced company policies.
Implemented and maintained required government security programs.
Dealer Champion, Human Resource Manager, 401K Administrator.
Maintained Corporate Book of Minutes.
Utilization of Reynolds & Reynolds Era, Era Link, Microsoft Word and Excel.

- 1992-1993 Slocum & Sons, Inc. (West Haven, CT)
Controller
Directed accounting functions with responsibility for monthly financial statement preparation and analysis.
Forecasted, regulated and managed cash flow.
Supervised purchasing, payroll, bookkeeping, and credit and collections.
Developed and implemented consistent personnel policies and procedures.
Utilized IBM System 36.
- 1988-1992 Danbury Dodge, Inc. (Danbury, CT)
Controller
Directed the implementation of accurate financial reporting system utilizing ADP.
Reviewed departmental procedures to establish effective internal controls.
Set-up efficient accounting processes with check and balances.
Initiated sales and management performance incentive program.
Developed Company Policy Handbook.
Significantly reduced year-end audit engagement requirements.
Consistent recipient of "Outstanding Performance" increases and bonuses.
- 1985-1988 Stamford Dodge, Inc. (Stamford, CT)
Controller
Directed all dealership accounting functions with responsibility for preparing monthly financial statements and daily operating control reports.
Maintained and reconciled all general ledger accounts with corresponding schedules to allow two-day year-end audit engagements.
Utilized Reynolds & Reynolds VIM NET for all accounting functions.
- 1984-1985 White Plains Ford Isuzu (White Plains, NY)
Controller
Prepared monthly financial statements, general journal entries, and requisite tax reports.
Analyzed and adjusted schedules of assets, liabilities and expenses.
Developed and implemented effective internal controls.
Systemized warranty claims with accurate documentation and backup.
Supervised payroll, bookkeeping and clerical staff.
- 1982-1984 Continental Motors/Volvo of Westport (Westport, CT)
Office Manager
Performed accounting functions with responsibility for staff supervision.
Analyzed, reconciled and closed G/L accounts, prepared adjusted trial balances.
Processed payroll, cash disbursements and quarterly pension reports.
Developed Accounting Procedures Manual with emphasis on internal controls.

Excellent References Furnished Upon Request