**MICHELLE L. VILLANUEVA BELL**12006 St. Dunston LaneSilver Spring, MD 20906mvillan.bell@yahoo.com(240) 381-2054

**Summary:**

Over 24 years of experience in: financial strategic planning, financial analysis, journal entries, financial statement issuance, fixed asset management, depreciation management, expense forecasting, enrollment attrition trend projection, budget vs. actual variance analysis, $20 million budget preparation and administration, general ledger management, audit management, capital budget analysis, investment account analysis, endowment management, and financial aid management. Additionally, extensive Human Resources experience including benefits administration, health insurance rate negotiations, employee contract management, exit interviews, and pension plan administration. Over 12 years financial management experience in NON-PROFIT organizations. Strong background in board presentations and collaborating with multiple board and school committees. Strong ability to coordinate multiple projects and meet deadlines under pressure. Equally effective working in self-managed projects or as a team member. Energetic, self-motivated, and an excellent communicator. Enthusiastic, creative, and able to assume vast amounts of responsibility.

**Awards:**

* **‘Public Education CFO of the Year – Maryland’** award through the CFO Monthly online publication. This award is a part of their Global CFO Excellence Awards 2017.
* Dean’s List – Spring 2000, Fall 2000, Spring 2002, Spring 2003
* President’s List – Spring 2001, Fall 2001

**Employment History:**

**Business Manager** June 2018 - Current

Oakcrest School, Vienna VA

* Manage all accounts payable functionality of the school
* Mange all multi-state payroll functionality of the school
* Mange all accounts receivable functionality of the school
* Responsible for all benefit administration of offered benefits
* Manage annual school budget
* Manage monthly budget vs. actual reporting
* Manage tuition assistance program
* Improved fingerprinting process moving from manual to electronic
* Manage credit card program
* Manage monthly account reconciliations
* Prepare for annual financial audit
* Manage HR department

**Director of Business Operations** November 2017 – May 2018

St. John’s Parish Day School, Ellicott City, MD

Responsible for **all** aspects of the School’s financial and business operations. Provides school-wide leadership, analysis and management of the School’s finances and personnel matters. Establishes strategies to ensure the continued financial stability and value of the institution.

Responsibilities include but are not limited to management of the following areas:

* Managed staff accountant
* Accounts payable
* Accounts receivable
* Payroll – multi state
* Investment accounts
* Benefits administrator
* Participated in monthly board meetings
* Prepared monthly financial reports including balance sheet, income statement, statement of functional expense, statement of cash flow
* School wide budget process
* School wide budget forecasting process
* Financial aid process
* Monthly account reconciliations
* Annual financial audit
* Run HR department

**Accounting Manager/ Controller** August 2017– October 2017

The Field School Washington, DC

**Chief Financial Officer** April 2014 – July 2017

Connelly School of the Holy Child, Potomac, MD

Responsible for **all** aspects of the School’s financial and business operations. Provides school-wide leadership, analysis and management of the School’s finances and personnel matters. Establishes strategies to ensure the continued financial stability and value of the institution.

Highlights include the following:

• Manages and directs the Business Office with a staff of 3 including the controller, ensuring

standard and accepted accounting practices are in place

* In June 2017, awarded the ‘Public Education CFO of the Year – Maryland’ award through the CFO monthly online publication. This award is a part of their Global CFO Excellence Awards 2017.
* Manage a $5M refinancing of the school’s bond/ loan, securing a 2.485% interest rate over a 6 month time frame, thereby saving the School $500,000 in interest expense
* Over a 3 year time period, increased the transportation fleet by 2 new, 14 passenger buses
* Additionally, negotiated 2 new bus stops increasing the market reach for the school
* During the first year, created a faculty salary scale using market data and independent school statistics, thereby attaining teacher salaries at 93% of Montgomery County teacher salaries
* During the third year, created administrative salary scales for each position
* Managed tuition increases at 4% or less over a 4 year time frame for both the Middle School and Upper School
* Continuously brings in new revenue sources, ie the German Catholic Mission, a Technology and Sports camp, and new turf field renters, thereby increasing rental revenue $150,000 annually
* Negotiated a 5 year lease for the Argentinian School thereby gaining a one time $10,000 revenue increase over 1 year and a 5% revenue increase for each of the 4 years following
* Began an exit interview process for the Human Resources part of the CFO position
* During first 3 years, negotiated an average increase of 2.6% for health insurance premiums

**Controller/ Sr. Accountant** September 2009 – April 2014

Norwood School, Bethesda, MD

**Financial Analyst, Budget Analyst, Payroll Mgr, Accountant** September 2008 – August 2009

The Ivymount School, Rockville, MD

**Fraud Analyst, Non-Card Account Manger** 2006 – August 2008

Bank of America, Newark, DE

**Business Manager** 2004 - 2006Dog Works By Sarah, Inc, Newark, DE

**Financial Analyst** 1996-2003

AstraZeneca, Inc., Wilmington, DE

**Education:Wesley College**, Dover, DE - Main Campus

• Degrees: Associates of Science - May 2002, **With Honors** GPA 3.6

• Bachelors of Business Administration – June 2004, **Cum Laude** GPA 3.8

**Computer Skills**:Advanced: Blackbaud, Microsoft Excel, Word, and Power Point, VeracrossIntermediate: ACS, SAP, Rapid, Start, Oracle, Hyperion Pillar, Quickbooks, Internet/ Intranet, Visual Basics for Applications, Microsoft Outlook, Credit Online (Exceed), Fast Data Web, Boss, BOL, Omni, CRC, UNITE, MBNA IS, CRM, Peachtree, ADP payroll software

**References available upon request**