

Stephanie S. Johnson, CPA

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QUALIFICATIONS

Fifteen years experience in strategic organizational leadership of multifaceted nonprofit organizations.

EDUCATION, PROFESSIONAL REGISTRATION, TRAINING

Certified Public Accountant, License #2623. 1997
Bachelors Degree in Accounting, Thomas College, 1991
Good Will – Hinckley Leadership Award, 2005
Human Resources Generalist Certification, June 2006
Membership – Maine Society of Certified Public Accountants
Membership – Society for Human Resources Management
Trustee – Social Services and Education Workers Compensation Group Trust
Trustee – Good Will Home Association Employees 401(K) Savings Plan
Fiscal Agent – Residential Care Consortium

Strategic Planning for Nonprofit Organizations, Cases in Corporate Ethics, Change Management, Sarbanes Oxley for Nonprofits, Fundamentals of Personnel Law for Managers and Supervisors, Crucial Conversations, Tax Aspects of Not for Profits/Form 990, Creative Leadership Camp, Practical Techniques for Cash Flow Management and Analysis, HIPAA Compliance Workshop, Charitable Gift Annuities, LLC Current Developments, Health Care Reform, Audits of Employee Benefit Plans

Proficient in use of Microsoft Excel, Word, PowerPoint, Outlook, Google Applications, Great Plains (Microsoft Dynamics), QuickBooks

PROFESSIONAL EXPERIENCE

SKILLS, INC., St. Albans, ME

Director of Finance (1/2010 to Present)

Direct and manage all financial activities of nonprofit organization providing residential services, day programming and work supports for adults with developmental disabilities, including five uniquely designed social enterprises integrated into service delivery and financial strategy.

CARE AND COMFORT, Waterville, ME

Chief Financial Officer (8/2009 to 12/2009)

Direct and manage all financial activities of for-profit corporation providing Home Health and Behavioral Health Services.

GOOD WILL HOME ASSOCIATION, d/b/a GOOD WILL – HINCKLEY, Hinckley, ME

Director of Finance and Administrative Services and Treasurer (8/2004 – 8/2009)

Treasurer (8/2001 – 8/2004)

Assistant Treasurer (8/1997 – 8/2001)

Strategic financial management including developing financial models, forecasts and projections; developing, annual and projected multi-year operating and capital multi-year; work closely with Board of Directors, Board Committees, CEO, Directors and Managers to monitor monthly and year to date financial performance, strategize on changes and modifications to programs and services to meet budget and financial goals; analyze, project and monitor cash flow; develop, design implement and monitor adherence to financial

policy and procedure, internal control, regulatory, funding, grant and indebtedness; preparation of annual Form 990 filing; review and contract for all general business insurance policies; establish and maintain investments and banking relationship(s); monitor financial software systems; insure compliance as plan sponsor for 401(k), 403(b), self-insured group health and workers compensation programs.

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PROFESSIONAL EXPERIENCE - CONTINUED

Direct, manage, coordinate, plan and prepare for annual financial audit, audits in compliance with Governmental Auditing Standards, Circular A-133, MAAP, 401(k), Workers Compensation, State of Maine Division of Audit, Department of Labor and State of Maine Unemployment audits.

Serve as staff liaison for Budget, Finance and Investments Committee, Audit Sub-Committee and Investments Sub-Committee including written and verbal presentations to Board of Directors and Board Committees.

Participate in focus groups and work groups at DHHS, DOE and other state departments on compliance, policy and funding.

Direct the Human Resources department to include strategic planning for compensation and benefits, staff management, training, workers compensation, safety and wellness programs, administration of personnel policies and procedures.

Direct the Information Technology and Communications department to include strategic planning for network, information technology and communications systems, upgrades and security.

Direct the Museum to include strategic planning for programs, restoration and preservation of collections and capital/infrastructure needs.

Negotiate annual Food Services contract and oversee food services program.

WILSON & MCMANN, CERTIFIED PUBLIC ACCOUNTANTS, Waterville, ME

Accountant (11/1996 – 8/1997)

Coordinate and assist with accounting and auditing engagements to include engagement planning and decision making, reconciliation and analyzing general ledger accounts, preparation of engagement work papers, preparation of for-profit and non-profit financial statements and tax returns, preparation of personal income tax returns.

MACDONALD PAGE & CO., CERTIFIED PUBLIC ACCOUNTANTS, Augusta & South Portland, ME

In Charge Accountant (5/1996 – 11/1996)

Coordinate accounting and audit engagements to include supervision of staff, engagement planning and decision making, instruction and review of engagement work papers, preparation of for-profit and nonprofit financial statements and tax returns, preparation of personal income tax returns.

Staff Accountant (6/1993 – 5/1996)

Assist in auditing and accounting engagements including reconciliation and analyzing general ledger accounts, preparation of engagement work papers, preparation of for-profit and nonprofit financial statements and tax returns, preparation of personal income tax returns.

GOOD WILL HOME ASSOCIATION, d/b/a GOOD WILL – HINCKLEY, Hinckley, ME

Accounting Assistant (11/1991 – 6/1993)

Responsible for all accounting functions: accounts payable, payroll, Medicaid and other billing, accounts receivable, general ledger reconciliations, month and year end closing, supervise part-time bookkeeper.

REFERENCES

Professional and personal references available upon request.