

# Chris S. Hester



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## Experience

### **Chief Financial Officer / Chief Operating Officer • CaringWorks, Inc.**

Non-Profit Housing (Budget \$11 Million) • 2020 to 2023 (Retired)

- Managed the accounting, grants, IT, HR and operations departments (Supervise 6 employees)
- Managed over 30 Federal, State, and private foundation grants
- Designed and implemented new internal control policies and procedures

### **Vice President of Finance & Operations • Center for the Visually Impaired**

Non-Profit Education & Training (Budget \$4 Million) • 2017 to 2019

- Managed the accounting, HR, IT, and facilities functions (Supervised 4 employees)
- Designed and implemented an organization-wide reorganization plan leading to staffing efficiencies and substantial cost savings
- Designed and implemented new internal control policies and procedures

### **Director of Finance & Administration • DeKalb Preparatory Academy**

Non-Profit Charter School (Budget \$5 Million) • 2015 to 2017

- Managed the accounting, HR, IT, and facilities functions (Supervised 4 employees)
- Handled grant writing, management, and reporting
- Designed and implemented new internal control policies and procedures

### **Director of Finance & Administration • Jerusalem House**

Non-Profit Housing (Budget \$5 Million) • 2014 to 2015

- Managed the accounting and grants functions (Supervised 2 employees)
- Managed over 20 Federal, State, and private foundation grants
- Designed and implemented new internal control policies and procedures

### **Director of Finance • Georgia Legal Services Program**

Non-Profit Legal Aid (Budget \$12 Million) • 2012 to 2014

- Managed the accounting department (Supervised 4 employees)
- Oversaw operations for separate private supporting foundation
- Managed over 30 Federal, State, and private foundation grants

### **Director of Finance & Operations • The Frazer Center**

Non-Profit Child Development & Adult Disability Programs (Budget \$5 Million)

2008 to 2012 Also served as **Interim Executive Director** from August 2009 to July 2010

- Managed the accounting, HR and operations departments (Supervised 6 employees)
- Performed cash management and cash flow projections; Assisted with grant writing
- Created and managed a \$1.5 Million Capital Campaign; Managed Medicaid billing process
- Designed the framework for and managed the annual budgeting process

### **Director of Finance & Operations • Quality Care for Children**

Non-Profit Child Care Resource & Referral (Budget \$11 Million) • 2004 to 2008

- Managed the accounting, HR and IT departments (Supervised 4 employees)
- Prepared and filed all grant tracking reports, created departmental and project reports

## **Accounting Director • Department of Public Safety**

State of Georgia • 2001 to 2003

- Reorganized and managed the general ledger, accounts payable/receivable departments
- Supervised over 20 accountants and clerks
- Created and monitored a daily cash management/cash flow projection system

## **Controller • ProDeCon, LLC**

Structural Engineering • 1999 to 2001

- Performed all accounting, office management, and human resources functions
- Supervised 3 administrative and IT employees
- Assisted with marketing and business development functions

## **Accounts Payable Manager • BellSouth Entertainment, Inc.**

Cable Television • 1996 to 1999

- Managed the purchasing and accounts payable processes (Supervised 4 employees)
- Prepared monthly reclassification and accrual journal entries
- Interdepartmental liaison to sales, marketing, IT and HR departments

## **Controller • CodeComm, Inc.**

Paging/Telecommunications • 1994 to 1996

- Managed the accounting and inventory departments (Supervised 6 employees)
- Balanced and reconciled all general ledger and subsidiary accounts
- Designed and implemented internal control policies and procedures

## **Controller • Scripps Howard Cable of Northwest Georgia**

Cable Television • 1989 to 1994

- Managed the accounting, HR and IT departments (Supervised 9 employees)
- Balanced and reconciled all general ledger and subsidiary accounts
- Directed the preparation of the annual operating and capital budgets

## **Front Office Manager • Holiday Inns of Rome**

Hotel/Convention Center • 1983 to 1988

- Supervised and scheduled front desk personnel staff of 8
- Performed front desk clerk duties as needed & Served as Manager on Duty as needed
- Coordinated all convention and group reservations

## **Computer Software Skills**

- Blackbaud Financial Edge
- QuickBooks Pro
- Microsoft Word
- Abila MIP Fund Accounting
- Microsoft Excel
- ADP Payroll

## **Education**

Bachelor of Business Administration • Accounting • Georgia State University 1987

Master of Public Administration • Non-Profit Management • Georgia State University 2003

Pi Alpha Alpha • National Honor Society 2003