**Don McMaster**

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**Professional Experience**

Murray Franklyn Homebuilders Bellevue, WA — June 2018 to August 2018

*Since 1966, premium quality new homes in the Seattle area have been their specialty. Murray Franklyn has approximately $200 million in annual revenues.*

**Senior Accountant**

* Updated weekly gross profit, inventory and project progress reporting.
* Entered daily cash receipts into the system.
* Entered house closings into the system, reconciled related accounts and prepared files for management review.
* Reconciled each company’s cash in the pooled account and entered cost allocations into the system.
* Made adjusting journal entries and produced financial statements for 30 plus related companies.
* Closed the books within seven working days, which was the Finance Managers goal and hadn’t been done in over a year under the previous accountant.
* Learned how to navigate and utilize Microsoft Dynamics AX for accounting purposes.

North Pacific Properties Seattle, WA — September 2017 to June 2018

*North Pacific Properties is a single and multi-family property management and real estate sales firm with $5 million in annual revenue.*

**Assistant Controller**

* Assisted in guiding financial decisions by establishing, monitoring, and reporting exceptions to policies and procedures.
* Responsible for maintaining the accuracy of Company's general ledger and financial statements.
* Prepared all required payroll, 401K and business tax reporting, as well as, supporting external consultants and providers, including the CPA firm.
* Provided cross departmental support for both the Property Management and Real Estate division management to ensure they had answers and resolutions to questions about the finance system.
* Performed substantial bank and balance sheet account reconciliation, that was never properly addressed by any previous accountants, in a very challenging operating environment
* Implemented a cost accounting system in order to properly analyze the profitability of each of the Property Management independent contractors.
* Worked with Department of Revenue Auditors and Operations Management on resolving prior internal control weakness findings identified at the company.
* Promoted from Contract Accountant to Assistant Controller within two months due to demonstration of knowledge of GAAP, the real estate and property management industry, technical abilities and professional attitude.

Cadence Real Estate Seattle, WA — June 2013 to July 2016

*Cadence Real Estate is a multi-family property management, construction and development firm with $9 million in annual revenue.*

**Bookkeeper**

* Go to employee for day to day finance and accounting operations for a construction/real estate services and development company.
* Established and maintained a chart of accounts.
* Defined accounting policies, procedures and controls.
* Managed and mentored staff assisting in performing property management accounting, leasing, accounts payable, accounts receivable, and payroll functions.
* Performed preparation of journal entries, monthly accruals, bank statement reconciliations, account, and sub-ledger reconciliations.
* Used Quickbooks to manage an in-house construction division to renovate owned and managed properties.
* Setup a job costing system.
* Automated many processes and reports.
* Finished their migration from Rent Manager to Appfolio software-as-service provider for improved reporting and property management.
* Performed extensive reconciliation and analysis to identify and fix non-GAAP accounting and un-reconciled balance sheet accounts.
* Managed and performed external reporting of state and local sales & excise taxes, property taxes, and other reporting as required in loan covenants.
* Full responsibility for the financials of 15 to 20 LLCs. Managed cash flow to ensure we could meet our financial obligations in each entity.
* Managed intercompany reimbursements.
* Interfaced with outside CPA, banks, insurance agents, credit card companies, utility companies and

collection agencies.

* This position had to be replaced with a fulltime CPA and another bookkeeper.

Washington State Auditor’s Office Port Orchard and Seattle, WA — Dec 2006 to May 2013

*The Washington State Auditor's Office conducts financial statement, federal and accountability audits of Washington state and local governments that are designed to comply with professional standards and to satisfy the reporting requirements of federal, state and local laws. The State Auditor's Office has about 350 employees, located around the state.*

**Assistant State Auditor I, II and III**

* Quickly promoted to supervisor of the largest and most politically important audit on the Team due to finding a previously unnoticed and critical financial statement control weakness.
* Planned, prepared, and executed risk driven audit programs in accordance with audit standards.
* Provided assessment and guidance to management in designing and revising internal control processes for new and existing systems.
* Collected and analyzed complex data, evaluated information and systems and drew logical conclusions.
* Served as auditor in charge for many audits, including but not limited to: City of Bainbridge Island, Kitsap

County, Kitsap County Housing Authority and King County Metro Transit.

Peter Pan Seafoods Seattle, WA — January 2006 to December 2006

*Peter Pan Seafoods, Inc. produces and sells frozen, canned, and fresh seafood products. The company focuses on catching, harvesting, processing, and marketing salmon, halibut, pollock, cod, and crab from the pristine waters of Alaska. Peter Pan Seafoods is a subsidiary of Maruha Nichiro, the world's largest seafood company.*

**G/L Accountant**

* Reconciled assigned balance sheet accounts and prepared preliminary financial statements for review.
* Provided daily sales reports and analysis to senior management.
* Prepared local, state and federal tax filings.
* Performed and responsible for fixed asset project reporting, tracking existing fixed

assets, as well as, calculating and recording depreciation.

* Prepared sales person expense report reconciliation, analysis and reimbursement.
* Assisted in the preparation for and worked with the annual PWC audit.

**Education**

Western Washington University, Bellingham, Washington — Economics, 2004, 3.57 GPA

University of Washington, Seattle Washington, Certificate Program — Accounting, 2005, 3.6 GPA

This program offers 26 quarter credits of upper-level accounting study.

**Software Experience**

Appfolio, Quickbooks Desktop Pro and Online, Intuit Online Payroll, Outlook, Word, Excel - Pivot tables and V-Lookups, Crystal Reports, Microsoft Great Plains Dynamics AX