

Kim Maloof

Atlanta, Georgia

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Professional Experience

Spizzirri Law, LLC, Atlanta, Georgia

March 2025 - Current

Controller

- Manage day-to-day accounting functions, including the general ledger, accounts payable and accounts receivable
- Prepare, analyze, and distribute accurate, timely financial statements, including Balance Sheet and Income Statements
- Lead Budgeting process, monitoring budget-to-actual variances, and analyze spending trends to provide insight to CFO

Missoula Senior Center, Missoula, Montana

October 2021 – March 2025

Business Manager/Volunteer

- Managed all Accounting Functions including Purchasing and Operations
- Prepared and presented Financial Statements at monthly board meetings
- Managed Year-End Audits and external CPA report filings
- Responsible for Annual Budget
- Member of Audit Committee
- Monitored all employee credit cards ensuring accuracy and confidentiality of all transactions
- Instrumental in developing Volunteer processes and outreach

Customized Distribution, LLC, Norcross, Georgia

July 2021 – October 2021

Controller – Accounting Department

- Managed Accounts Payable, Accounts Receivable, and Payroll Departments
- Prepared, analyzed, and distributed accurate, timely financial statements, including Balance Sheet and Income Statements
- Main point of contact for all yearly audits
- Worked closely with President, CFO, and Operations personnel to complete yearly Budgets and Sales Forecast

Accounting Manager – Accounting Department

September 2017 – July 2021

- Managed Accounts Payable, Accounts Receivable, Payroll
- Managed weekly cash flow
- Managed Fixed Asset System
- Prepared monthly Financial Statements
- Reconciliation of various accounts on a monthly basis ensuring reconciliation to General Ledger
- Instrumental in gathering all documentation for quarterly and yearly audits.
- Prepared all reports required by bank for asset based lending
- Assisted CFO in Month-end Close and any ad hoc reporting
- Managed Yearly Budget process
- Developed department Procedures and created new processes company wide

Senior Accountant – Accounting Department

May 2015 – September 2017

- Maintained Fixed Asset System which encompasses the Addition, Sale, Retirement, and Transfer of Fixed Assets as well as monthly Rollforward
- Worked closely with upper management regarding yearly Budget
- Assisted in monthly preparation of Sales Tax filing monitoring sales tax rate changes and ensuring accurate and timely filing of state and county forms due to strict guidelines.
- Managed driver lodging reports and disputed any invalid credit card charges

U.S. GreenFiber, Charlotte, North Carolina

April 2006 – February 2015

Accountant – General Ledger Department

- Prepared and review monthly financials for 11 plants identifying discrepancies, over budget issues, etc. while assisting plants nationwide and corporate personnel with any inquiries.
- Assisted Controller with ad-hoc reporting as well as yearly audits, census documentation, etc.
- In charge of Fixed Asset System including reconciling on a monthly basis to the General Ledger.
- Assisted in CIP requests evaluating capital items vs. non-capital
- Work closely with Director of Transportation regarding Capital and Operating Leases
- Reconciled various accounts including Accrued Expense, Accounts Receivable Other, Petty Cash, Prepaid Expenses, and Fixed Asset accounts.
- Assisted in monthly preparation of Sales Tax filings i.e., monitoring sales tax rate changes and ensuring accurate and timely filing of state and county forms due to strict guidelines.

Bank of America, Charlotte, North Carolina

September 2005 – April 2006

Reporting Analyst – Capital Management Group

- Prepared and reviewed monthly Construction in Process, aging reports, exception reports, monthly performance metric reports, and close-out reports for the entire Bank of America Domestic Portfolio.
- Analyzed, reconciled, and uploaded project management fee monthly allocation for over 2,400 active construction projects.
- Responsible for proactively working with Bank management and facility partners to identify and resolve potential exception items (jobs over budget, jobs aged, excessive supplemental funding, etc.)

Senior Operations Analyst

June 2005 – September 2005

- Served as primary point of contact and problem resolution for all operational and processing issues regarding construction job funding.
- Ensured and maintained data integrity of Capital Management Data Integrity System exceptions, General Ledger, and Construction in Process reconciliation items.
- Promoted to Reporting Analyst after only three months as Senior Operations Analyst.

Hewitt, Charlotte, North Carolina

June 2004 – June 2005

Consultant – Fixed Assets Group

- Processed Sales/Retirements of Assets
- Processed Construction in Process closeout form requests and updating Fixed Assets system.
- Worked closely with Accounts Receivable and Accounts Payable Departments with account reconciliation issues.
- Processed Capital Expenditure Requisitions that require Accounting Policy approval.

Education

Bachelor of Science in Mathematics/Minor in Business Administration – May 2002
State University of New York at New Paltz

TESOL/TEFL Certification (Oxford Seminars) – October 2009
Teaching English to Children Specialization Module (Oxford Seminars) – November 2009

Notable Skills

- Advanced knowledge of Microsoft Excel – V-Lookups, and other advanced tools.
- Ability to maintain organized approach to managing daily activities and simultaneously juggling multiple demands to achieve optimal efficiency and productivity. Works without sacrificing quality.
- Highly organized and efficient, ability to multi-task with competing priorities and meet deadlines with attention to detail/accuracy.
- Advanced knowledge of Sage Fixed Assets/MAS 200/System 2000-JWALK, QuickBooks Desktop/Online