Kim Maloof

CONTROLLER

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Marietta, GA



Areas of Expertise

General Ledger and Reporting
Accounts Payable and Receivable
Budgeting and Variance Analysis
Month-End and Year-End Close
Fixed Asset Accounting
Audit Coordination and Compliance
Cash Flow Management
Sales Tax Filing and Compliance
Process Improvement

PROFESSIONAL PROFILE

Kim Maloof serves as Controller at Spizzirri Law, LLC, managing the firm's day-to-day accounting functions, including the general ledger, accounts payable, and accounts receivable. She prepares, analyzes, and distributes accurate, timely financial statements, leads the firm's budgeting process, and monitors budget-to-actual variances to provide insight to the Chief Financial Officer. Kim brings more than two decades of progressive accounting and controllership experience across manufacturing, financial services, and nonprofit environments.

Kim's career includes controller and accounting management roles at Customized Distribution, LLC, where she rose from Senior Accountant to Accounting Manager to Controller over six years, managing accounts payable, receivable, and payroll departments, fixed assets, and yearly budgets and audits. She also served as Business Manager for the Missoula Senior Center, overseeing all accounting functions, year-end audits, and the annual budget as a member of the Audit Committee. Earlier in her career, Kim held accounting and reporting analyst roles with U.S. GreenFiber, Bank of America, and Hewitt, developing deep expertise in fixed asset systems, capital and operating lease accounting, and construction-in-process reconciliation.

22 +	6	11	B.S.
Years of Experience	Employers	Plants Reported	Mathematics

Professional Background

Professional Summary

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Certifications

- TESOL/TEFL Certification, Oxford Seminars
- Teaching English to Children Specialization Module, Oxford Seminars

Core Skills

- General Ledger and Reporting
- Accounts Payable and Receivable
- Budgeting and Variance Analysis
- Month-End and Year-End Close
- Fixed Asset Accounting
- Audit Coordination and Compliance
- Cash Flow Management
- Sales Tax Filing and Compliance
- Process Improvement
- Advanced Microsoft Excel
- Sage Fixed Assets, MAS 200, and QuickBooks

Education

B.S., Mathematics, Minor in Business Administration — State University of New York at New Paltz

Professional Experience

Spizzirri Law, LLC | Mar. 2025 – Present
Controller | Atlanta, Georgia

- 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 the budgeting process, monitoring budget-to-actual variances and analyzing spending trends to provide insight to the CFO.

Missoula Senior Center | Oct. 2021 – Mar. 2025
Business Manager / Volunteer | Missoula, Montana

- 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 the annual budget and served as a member of the Audit Committee.
- Monitored all employee credit cards, ensuring accuracy and confidentiality of all transactions.
- Instrumental in developing volunteer processes and outreach.

Customized Distribution, LLC | Jul. 2021 – Oct. 2021
Controller – Accounting Department | Norcross, Georgia

- Managed the Accounts Payable, Accounts Receivable, and Payroll departments.
- Prepared, analyzed, and distributed accurate, timely financial statements, including balance sheet and income statements.
- Served as the main point of contact for all yearly audits.
- Worked closely with the President, CFO, and Operations personnel to complete yearly budgets and sales forecasts.

Customized Distribution, LLC | Sept. 2017 – Jul. 2021
Accounting Manager – Accounting Department | Norcross, Georgia

- Managed Accounts Payable, Accounts Receivable, and Payroll.
- Managed weekly cash flow and the Fixed Asset System.
- Prepared monthly financial statements and reconciled various accounts to the General Ledger on a monthly basis.
- Instrumental in gathering documentation for quarterly and yearly audits, and prepared all reports required by the bank for asset-based lending.

- Assisted the CFO with month-end close and ad hoc reporting.
- Managed the yearly budget process and developed department procedures, creating new processes company-wide.

Customized Distribution, LLC | May 2015 – Sept. 2017
Senior Accountant – Accounting Department | Norcross, Georgia

- Maintained the Fixed Asset System, encompassing the addition, sale, retirement, and transfer of fixed assets, as well as the monthly rollforward.
- Worked closely with upper management regarding the yearly budget.
- Assisted in the monthly preparation of sales tax filings, monitoring rate changes and ensuring accurate, timely filing of state and county forms.
- Managed driver lodging reports and disputed invalid credit card charges.

U.S. GreenFiber | Apr. 2006 – Feb. 2015
Accountant – General Ledger Department | Charlotte, North Carolina

- Prepared and reviewed monthly financials for 11 plants, identifying discrepancies and over-budget issues while assisting plants nationwide and corporate personnel with inquiries.
- Assisted the Controller with ad hoc reporting, yearly audits, and census documentation.
- Managed the Fixed Asset System, including monthly reconciliation to the General Ledger.
- Assisted with CIP requests, evaluating capital versus non-capital items, and worked closely with the Director of Transportation on capital and operating leases.
- Reconciled various accounts, including accrued expense, accounts receivable other, petty cash, prepaid expenses, and fixed asset accounts.
- Assisted in the monthly preparation of sales tax filings, monitoring rate changes and ensuring accurate, timely filing of state and county forms.

Bank of America | Sept. 2005 – Apr. 2006
Reporting Analyst – Capital Management Group | Charlotte, North Carolina

- Prepared and reviewed monthly construction-in-process, aging, exception, monthly performance metric, and close-out reports for the entire Bank of America domestic portfolio.
- Analyzed, reconciled, and uploaded project management fee monthly allocations for over 2,400 active construction projects.
- Worked proactively with bank management and facility partners to identify and resolve potential exception items, including jobs over budget, aged jobs, and excessive supplemental funding.

Bank of America | Jun. 2005 – Sept. 2005
Senior Operations Analyst – Capital Management Group | Charlotte, North Carolina

- Served as primary point of contact and problem resolution for 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 three months as Senior Operations Analyst.

Hewitt | Jun. 2004 – Jun. 2005
Consultant – Fixed Assets Group | Charlotte, North Carolina

- Processed sales and retirements of assets.
- Processed construction-in-process closeout form requests and updated the Fixed Assets system.
- Worked closely with Accounts Receivable and Accounts Payable departments on account reconciliation issues.
- Processed capital expenditure requisitions requiring Accounting Policy approval.