

# Curriculum Vitae

## **Alicia Wilson**

Controller & HR Administrator  
Longnecker & Associates

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### **Executive Summary**

Alicia Wilson has over 20 years of accounting, finance administration and management experience. Mrs. Wilson has lead companies through change and challenge toward profitable growth. She is a strategic problem solver who envisions smart solutions and executes with urgency across all levels of the organization. She has extensive financial expertise and is able to keep teams focused and influence strategic direction. Also a keen strategist she is able to deliver revenue growth and while maintaining a critical eye on expenses. Versed in multiple technologies and is a member of the Texas Business Women's Association, American Business Women's Association and the American Society of Women Accountants.

### **Controller and Human Resource Experience**

- Managed the entire operations of the accounting department, including staff management and task delegation
- Maintained complex contractual agreements and financial arrangements with overseeing company
- Revised accounting procedures to maintain segregation of duties
- Developed and maintained the budgets for Longnecker & Associates for over 10 years.
- Generated many cost savings over the last 10 years.
- Created and administered the company handbook for all employees
- Head administrator for companies 401k, Cash Balance Plan, and payroll
- Controller / Supervisor over 84.8 Million dollars in commercial / Multifamily and Industrial Real Estate Assets
- Specializing in Tenant-In-Common Exchanges and Multi-Family Management
- All Accounting Functions: conversion to new accounting software, job cost, percent complete, A/P, A/R – supervision – payroll, general ledger maintenance, payroll tax returns, sales tax returns, bank reconciliations,
- Monthly/Quarterly Reporting – reviewed monthly operating statements and account analyses and prepared monthly cash flow projections for lenders. Prepared monthly leasing value reports verifying that all lease deals were within pre-approved parameters. Oversaw the preparation of quarterly financial reporting packages and all necessary adjusting entries.
- Annual Budgeting/Escalation Recovery Billing – Directed the completion of annual budget packages and escalation recovery billings for each entity, as well as, prepared an annual budget for the regional office. Converted cash basis operating statements into accrual basis at year-end to calculate annual operating expenses.
- Closing Statement Reconciliations – Processed all HUD closing statement reconciliation for general partnerships, joint ventures, Tenant-In-Common exchanges, and 1031 exchanges.
- Tax Preparation for 15 properties, 3 Parent companies and 2 personal tax returns for owners.
- Supervised and created accounting department – managed 3 employees
- Handled all aspects of payroll processing – 941, 940, Texas Workforce Commission, and Unemployment processing.
- Multiple project-based accountant from multifamily real estate development company.

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- Specializing in sales tax audit and preparation
- On-site operations management.
- Full-charge accounting duties including, accounts payable, accounts receivable, budget management, internal audit preparation, and administrative management.
- Job specific reviews and analysis of budget and forecasting
- Hands on subcontractor reviews and analysis
- Contract and scope review and preparation.
- Developed standardized subcontracts, scopes of work, and general specifications.
- Redesigned budget spreadsheets to utilize buyout format and AIA format.
- Supervised repairs and insurance mediation for flood damage to existing properties.
- Assisted developer in successful resolution of new market due diligence issues. Evaluated, subcontractors, permit requirements, and site issues for four multi-family projects.
- Submitted and implemented feasibility reviews for prospective projects, and created a system to streamline quality control and facilitate timely construction.
- Conducted meetings to coordinate engineering and construction issues, and to preempt design conflicts.
- Managed subcontractor selections and evaluations.
- Negotiated increasingly advantageous subcontracts through industry analysis, reliable scheduling, and scope of work clarification.
- Assisted vice president of construction in design development, code analysis, and shop drawing inspections.

## Awards

- Texas Monthly Magazine, Best Companies to Work for in Texas in small business division and finished within the top 3 for 2011 – 2015.
- Longnecker and Associates received in 2010, 2011 and 2012 “The Best Places to Work” award by *The Houston Business Journal* and ranked among the Top 10 in companies with less than 100 employees.

## Education

Bachelor of Science in Business Administration, Accounting  
University of Houston

Teaching Certification – Birth – 3 years, Montessori Standards  
North American Montessori School

## Employment

### Present

Controller & HR Administrator, Longnecker & Associates

### Past

Controller – Principle Equity Management, LP  
Regional Project Accountant – Grey star Development  
Project Coordinator – Westchase Construction

## Professional Affiliations

Member – American Business Women’s Association  
Member - Texas Business Women’s Association  
Member - American Society of Women Accountants

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## Software and Technical Acumen

AMSI  
Yardi  
Argus  
Timberline  
Builders Information Systems  
Rent Roll  
Real Page  
Quickbooks Enterprise  
Quicken  
Plan Well  
Adobe  
Sage 50  
MIS Software  
Cognos  
Hyperion  
Lawson