

GARRETT R. HARDING, CPA, CMA
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OBJECTIVE: To obtain staff position with a small CPA firm or a Controllership position with a small to medium firm or business unit.

Extensive experience in accounting system development, implementation and operation; internal control enhancement; information technology; project management and academia. Strong financial analysis, reconciliation and reporting skills. Exceptional working knowledge of spreadsheets and databases. Excellent communicator, strategic thinker, sound business judgment and strong presentation skills.

Professional credentials include: Certified Public Accountant, Certified Management Accountant, MBA with a concentration in MIS, and BS in Accountancy.

TECHNOLOGY SUMMARY:

Windows	MS Office	QuickBooks	FileMaker Pro
Mac OS X	Outlook	AtOnce!/NetBooks	HTML
UNIX	Entourage	Insight	Web Hosting Services
VAX/VMS	MS Access	RealWorld	Podcasting
		TOLAS	Lacerte Tax

PUBLIC ACCOUNTING EXPERIENCE:

- Performed a 401(K) audit with little supervision.
- Performed compilations and reviews.
- Prepared individual and corporate tax returns.

ACCOUNTING EXPERIENCE:

- Managed an accounting department that grew from 1 to a staff of 7 in 2 years.
- Developed, documented and evaluated internal accounting system controls and wrote accounting procedures for several firms in different industries.
- Implemented a change management system resulting in formal change control policies and improved communication to the business units.
- Performed closings, prepared monthly and yearly financial statements and analyzed budget variances on a timely basis.
- Processed GL, AR, AP, PR and IC transactions in software development, distribution and light manufacturing environments.
- Prepared all payroll tax returns, calculated sales commissions, prepared tax work papers and managed bank loan reports.
- Constructed a reporting system that combined actual and budget figures to forecast year-end performance.
- Developed a job costing system with FileMaker Pro.
- Prepared annual \$1,800,000 maintenance budget comprised of 17 vendors, 480 computer systems, broken down by business unit and application group.

ACCOUNTING INFORMATION SYSTEM EXPERIENCE:

- Installed and supported accounting systems for several different types of businesses including distribution, light construction, light manufacturing, consulting, food service and advertising.
- Managed an MIS Department that expanded from 1 to a staff of 8.
- Assisted in the installation of a Real World accounting package and a PLEXUS P/35 supermicro.
- Engaged in selection and implementation of a TOLAS accounting system and a VAX 11/750.
- Developed a customized order entry system and mailing list system in FileMaker Pro.
- Directed project team that analyzed, developed and implemented a custom designed database in MS Access. System implemented on time and resulted in tighter control of changes to production systems.

WORK HISTORY:

Kaplow & Kaplow, CPAs, P.C., Waltham, MA (2006-present)	Senior Accountant
Research for Better Teaching, Inc., Acton, MA (2004-2005)	Director of Administrative Services
Bay Financial Associates, Waltham, MA (2002)	Financial Advisor
Thomson Financial, TF Operations, Boston, MA (2000-2001)	Manager, Business Systems Initiatives
Thomson Financial, TF Operations, Boston, MA (1998-2000)	Business Manager
Thomson Financial, TF Operations, Boston, MA (1995-1997)	Operations Analyst
Harding Associates, Acton, MA (1989 to 1995)	Principal, Accounting Consultant
Layered, Inc., Boston, MA (1988 to 1989)	Product Manager, Accounting Applications
Corporate Software, Inc., Canton, MA (1984 to 1987)	Manager, Acctg IS and Manager, Accounting/DP
W.R. Grace & Co., Lexington, MA (1981 to 1984)	Staff Accountant, Organic Chemicals Div.

ACADEMIC WORK EXPERIENCE:

Bentley College (1988-1992)	Instructor, Evening (Adjunct part-time)
Bentley College (1990-1991)	Instructor, Day (full-time)
Accounting Information Systems – undergraduate level, juniors and seniors	
Principals of Management Accounting – undergraduate level, sophomores	
Framingham State College (1987 and 1989)	Visiting Lecturer
Accounting I – undergraduate level	

COMMUNITY WORK EXPERIENCE:

Institute of Mgmt Accountants, MA Route 128 Chapter (1996 to Present)	Director, President
BMAC, Boston Macintosh User Group (1996-Present)	Meeting Director
Rosestone Village Condominium Assoc. (1990-1993, 2003-Present)	Treasurer, President

Patriotcast.com, a periodic podcast (2005)

Creator and Host

EDUCATION:

Babson College
Bentley College

Master of Business Administration Degree
Bachelor of Science Degree in Accountancy, Honors