

CATHERINE M SAULI

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QUALIFICATIONS

Director with extensive experience in financial analysis, human resources, and team management. Expertise in change management, analysis and problem solving, coaching and staff development, and strategic and tactical planning and implementation.

- Strategize and implement best practices in delivering the highest level of customer service to clients
- Lead teams through process improvements, restructuring, and organizational changes
- Interview, hire, train, mentor and develop employees to reach business goals
- Manage performance goals, annual reviews, retention, and motivation
- Consistently promoted to positions with increasing responsibility and broadening roles

PROFESSIONAL EXPERIENCE

Bouyea & Associates
Controller

10/18- present

Reported directly to the Principal/Owner and managed a staff of 3. Oversaw all accounting operations, financial reporting, job project management, benefits administration, and Human Resource functions for a Design/Engineer firm. Performed monthly analysis, prepared financial packages, and presented to Owner. Collaborated with Owner on key business and accounting issues, revenue recognition, cost management, compensation plans, employee relations and recruitment.

- Used financial strategy to improve profits and operations, reduce costs, and develop strategies for the company to increase revenue.
- Streamlined operations and improved overall process controls by establishing policies and procedures for all accounting functions including AP, AR, collections, and billing.
- Ensured accuracy of all reporting and adherence to all GAAP requirements.
- Evaluated RFP's from various large clients and formulated proposals, fees, and bids for potential jobs.
- Balanced the company's best interests with the employee needs to achieve business goals and implemented best practices to maintain and increase employee morale.
- Improved benefits and decreased both company and employee cost up to 25% by evaluated various health and life insurance plans.
- Identified high quality candidates in a tight job market and industry and reduced cost per hire and turnaround time.

Cartus, Danbury, CT

2004 to 2016

Director, Accounting (2011 – 2016)

Manage over 70 employees on 4 teams: Customer Service Team, Expense Processing Production Team, Tax Team, and Vendor Management Team.

- Continual strategic and tactical planning including developing and implementing goals, procedures, and tools, and implementing system enhancements thus supporting department vision and controls.
- Strategize best practices in delivering top block service to client base.
- Retain and develop employees to reach business goals through motivating, training, and mentoring.
- Manage staff selection, performance goals, and annual reviews.

- Reviewed all issues that came to customer service team, performed root cause analysis and implemented process changes that resulted in 3 headcount reduction, savings to company of \$180K.
- Analyzed all processes of tax payment team and made recommendations on efficiencies and process improvements. Implemented additional controls and review thus ensuring on-time payments to IRS and saving company any penalties or interest.
- Chose new outsourced imaging vendor and completed implementation, performance, and control phases of the transition which resulted in \$1M in savings to company with this provider.

Manager, Accounting (2004 – 2011)

Manage team of 18, Implementation of various teams (Pending Team, Production Team, Service Team)

- Performed annual reviews of employee's, retained and developed employees to reach business goals, interviewed and hired qualified employees.
- Piloted new structure of department. Reviewed process and responsibility of teams and restructured teams by job responsibilities to gain efficiencies and process improvements resulting in increased production of expense processing and \$2M in savings to company.
- Led teams through significant organizational and process changes. Influenced change across teams and achieved goals through managing relationships to build commitment.
- Reviewed and reorganized sales presentation materials geared towards prospective clients. Presented to various prospective clients and led conversations on what the organization can offer them.
- Effectively coached staff to meet performance goals and to further their career within the organization.
- Successfully accessed and determined root causes of many issues and recommended process improvements/changes.
- Involved with United Way financial review Committee, Day of Caring, and mentor to school aged child.
- Increased customer service through implementing system to track all incoming service team issues. Created phone pathing and routing of all incoming issues and calls.

Cendant Mobility, Danbury, CT

1999 to 2004

Senior Accounting Analyst (2001 – 2004)

Oversaw group of analysts responsible for auditing customer relocation expense reports, auditing and running of client payroll reporting, calculating tax gross up for taxable relocation expenses. Available for analyst coaching and questions.

Accounting Analyst (2001)

Audited customer relocation expense reports, set up files, balanced advance accounts, supported frontline Operations personnel.

Team Leader, Accounting (1999 – 2001)

Oversaw team of 6 with 100 plus clients, interviewed to fill open Analyst and Senior positions, audited and ran client payroll reporting, calculated tax gross up for taxable relocation expenses, coached and mentored employees to help them reach their career goals.

EDUCATION

Bachelors Degree, **Human Resource Management**, Ashford University, 2011

MBA, **Master of Management**, with a concentration in Human Resources, Perdue Global University, 2018