

# Pamela M. Ashlund

Los Angeles, California, USA

pashlund@yahoo.com

323-222-8441 (h)

310-877-6893 (c)

## Executive

- Staff Management and Supervision: Directed a staff of 20, staff Finance Committee, reported to Board and CEO
- Public Speaking: Presented reports to Board, committees and staff
- Training: Prepared and presented trainings on topics such as budget development, reading financial statements, compliance
- Developed and implemented Policy

## Financial Management

- Budget Management: Successfully managed \$20 million annual budget by site and project using budget variance, preventing cost overrun and meeting project goals.
- Management/Efficiency: Initiated and directed automation of accounting department, resulting in time-cost savings, dramatic improvements in receivable collection and reduced use of line of credit
- Supervision: Accounting, Network Maintenance, Purchasing, and HR
- Project Management of 100+ projects annually within budget and timeframe
- Automated Accounting Software (including manual to computerized and conversions): advanced knowledge and experience with Fundware and Blackbaud Financial Edge/Raisers Edge-Specializing in Report Writing (Crystal Reports and Fundware's advanced report writing)

## Technology Management

- Web design and editing skills (HTML/JavaScript)
- Photoshop, Frontpage, Dreamweaver
- Network Administration (Production, Staging, LAN, VPN) in Windows environment
- Network Protocols: TCP/IP services, including SMTP, POP3, IMAP and DNS
- Database (implementation of web-based database application for bug tracking)

## Experience

**Los Angeles Conservation Corps**  
**Director of Finance**

**Los Angeles, CA**

04/97 to 06/00 and 06/01 to 10/07

As part of the Executive Management team, committed to offering at-risk young adults and school-aged youth with job training, education and work skills training with an emphasis on environmental and service projects. Managed large government contracts including Block Grant, AmeriCorps, YouthBuild and Transitional Living funds. Ensured the fiscal stability of the corporation by directing the accounting department (G/L, Accounts Payable, Payroll). Managed \$20 million annual budget. Responsibilities included management of annual audit for GAAP, government regulation compliance, reporting and trend analysis, supervision of human resources, network and accounting staff. Installed and maintained, administration and troubleshooting of fund accounting software and windows network server. Reported directly to CEO and Board of Directors.

**Netraker  
Controller/Technology Coordinator**

**Sunnyvale, CA  
06/00 – 05/01**

In multiple roles as Controller, IT Specialist, and QA Coordinator, worked as part of the engineering team to support the development and production of an automated Web-based marketing and usability application.

Produced monthly financial statements and trend analysis. Supervised bookkeeping staff.

Managed intranet and production network, including Windows NT 4.0 web servers, running IIS (PIX Firewall/Big IP Load Balancers/Cisco Switches and Routers). Administered VPN (Windows 2000 with IPSEC and Cisco Client). Built Redhat Linux mail server using sendmail (installed SMTP for both POP3 & IMAP clients), integrated with existing network behind firewall. Primary point of contact for web hosting service.

Served as liaison with outsourced QA consultant testers. Transitioned outsourced QA service in-house. Worked with senior engineers, marketing and usability teams to develop build specs and follow marketing requirements. Developed, revised and updated testing scripts. Implemented a web-based bug tracking database application.

**Community Action Partnership of Sonoma County  
Chief Financial Officer/Network Administrator**

**Santa Rosa, CA  
05/90 to 08/96**

Directed accounting department. Managed \$5 million annual budget, including supervision of purchasing and accounting staff. Funding included Head Start, Community Services Block Grant, AmeriCorps, YouthBuild. Developed financial policies and procedures and staffed Finance Committee. Produced financial statements for 50+ funding sources across multiple fiscal periods using computerized integrated accounting software. Managed installation and troubleshooting of computer hardware, software and peripherals and selection of major software packages. Administered LAN and provided technical support for 60 end-users.

**YWCA of Sonoma County  
Finance Director**

**Santa Rosa, CA  
05/88 to 04/90**

Managed \$1 million annual budget. Ensuring fiscal stability of agency. Responsible for producing monthly and annual financial statements, accounts payable, accounts receivable, general ledger and payroll. Researched, installed, and implemented computerized accounting system, including chart of accounts design and budget forecasting. Wrote agency financial procedures.

**Education**

[Loyola University of Chicago](#) B.S.

Completed the following UCLA Extension courses:  
HTML and Interactive WWW application design, Introduction to Oracle  
Photoshop Level I and Level II, FrontPage, Active Server Pages

**Other**

Author of blog - Nonprofit Eye - on topics such as accountability, compliance, government regulations, accounting and policy challenges facing the nonprofit sector