

Andrea M. Friedman

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Financial and Management Competencies

- Financial Planning and Management
- Financial Statements Preparation
- Month-end Closing Processes
- Staff Training and Development
- Cash Flow Management
- Budgeting, Forecasting and Financial Analysis
- Management Accounts Preparation
- Financial Policies and Procedures Development
- GAAP Compliance / Audit Preparation
- Campaign Finance Reporting and Compliance
- Finance Team Building and Leadership
- Cost and Trend Analysis

Education and Credentials

CPA candidate (In progress)

BBA Accounting | Texas Tech University, Lubbock, TX

Completed 15 semester hours of MBA level course work | Tarleton State University, Killeen, TX

Technical Proficiencies

Accounting Applications

Peachtree, QuickBooks, FreshBooks

Payroll Applications

Paychex, ADP

Additional Applications

Microsoft Office suite

Andrea Friedman is an accomplished finance professional and proven leader for applying financial expertise to strategic plans while directing staff and executive leadership members.

- More than 20 years of experience managing accounting operations and financial reporting for diversified organizations
- A proven leader committed to leveraging financial expertise to support strategic plans and optimize performance
- Intuitive professional
- Skilled at streamlining operations, optimizing resources, implementing financial systems, and ensuring the financial stability of organizations
- Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements
- In-depth experience across corporate finance, accounting, risk management, and treasury functions
- Strong leader with success directing team members and working across leadership levels to drive financial and accounting functions in line with corporate objectives
- Possesses outstanding communication, interpersonal, presentation, and analytical skills

Career Experience

Texas REALTORS® Austin, TX

Associate Director - Texas Association of REALTORS® Political Action Committee (TREPAC), 2002 – Present

Directs all aspects of accounting operations of four political action committees (PACs) affiliated with Texas REALTORS®, including preparation of monthly, quarterly, and annual financial statements following regulatory requirements. Leads financial planning, budgeting, forecasting, financial reporting, and cash flow management to maximize the use of financial resources.

Compiles and analyzes financial data to provide valuable financial insight for strategic decision-making. Refines and improves finance operating models of all PACs by working closely with the Vice President, CEO, Controller, and federal and state agencies. Built and supervised a highly skilled finance team to drive accounting functions in line with organizational objectives.

Andrea M. Friedman

Texas REALTOR® Key Contributions

- Defined reports for Trustees that resulted in quicker decision-maker attention to budget variances.
- Increased government affairs accounting department's efficiency by 50% through rigorous training of accounting staff.
- She enhanced the accuracy and integrity of financial data and reporting by developing and enforcing effective financial controls, systems, and policies.

Soil and Water Conservation Board Temple, TX

Chief Accountant, 1999 – 2002

Conducted compliance audits of Soil and Water Conservation Districts' financial records. Prepared the agency's annual financial report and oversaw month-end closing processes. Trained, mentored, and led accounting staff to maintain adequate records of revenue, expenditures, funds, and appropriations. Monitored general ledger transactions and posting of journals. Supervised the preparation of payroll for the agency. Performed pre-submission audit of all payment vouchers for the agency to determine conformance with policies of the agency and state guidelines. Handled agency programs and personnel tax issues and coordinated with all relevant entities on tax matters.

Key Contribution

- They have consistently met deadlines while demonstrating strong analytical and problem-solving skills and maintaining accuracy and compliance objectives.

Walden Residential Properties, Inc. Addison, TX

Senior Accountant, 1998 – 1999

Managed all aspects of corporate accounting operations by leading a team of four finance professionals. Assisted in the preparation of monthly financial statements and managed general ledger, analysis, reconciliation, journal entries, and AR/AP function. Hired and trained new staff accountant as well as trained experienced staff on new functions. Monitored and reconciled intercompany transactions. Maintained accurate financial records using Lawson general ledger software program. Administered fixed assets register. Produced SEC quarterly filings.

Key Contribution

- Facilitated the successful execution of annual audit by accurately and timely preparing year- and quarter-end account analyses, adjusting entries, audit schedules, and pre-audit documentation.