



## Vincent Beltran

### Qualifications Summary

Experienced finance professional with over 15 years of experience as an Accountant and Controller. Vincent has worked within the fine dining and hospitality industries, with knowledge of full charge bookkeeping functions, benefits, payroll, policy and procedure creation, GAAP, various permits, and licensing, as well as team management.

### Core Expertise

• General Ledger • Financial Reporting • Month-End Close • Year-End Close Review & Audit • Reconciliations • Accounts Receivable • Accounts Payable • Payroll Processing • Benefits Management • Process Improvements

### Professional History

ASP	Consultant	2023 - Current
Graduate Hotel Seattle	Property Controller	2023 - 2023
Schwartz Brothers Restaurants	Corporate Controller	2017 - 2023
Restaurants Unlimited Inc	Senior Accountant	2016 - 2016
Schwartz Brothers Restaurants	Staff Accountant	2006 - 2016

### Accomplishments

- Installed point of sale systems at multiple restaurant locations.
- Created batch processes for ERP inventory and sales procedures at bakery production facilities.
- Implemented commission model at restaurants including policies and procedures.
- Installed updated time clock systems and updated payroll procedures.
- Created and implemented procedures to consolidate bookkeeping positions.
- Implemented COVID procedures while working closely with the HR Director and insurance brokers.
- Automated insurance benefits by adding a module in the payroll software suite.
- Transitioned hotel to new property management system.

### Education / Licenses

- BA in Business Administration, University of Washington, WA

### Software

• Microsoft Dynamics • Restaurant Point of Sale: Toast, Micros, Aloha, and Revel • Hotel Point of Sale: Infor HMS • Profit Sword (Hotel Business Intelligence) • Paylocity Payroll & Benefits Suite • Plate IQ A/P Automation