



Jay Matsen, CPA

Qualifications Summary

Versatile, dynamic accounting professional with experience in senior financial and operational leadership roles in the non-profit, hospitality, real estate, and utilities sectors.

Core Expertise

Financial Reporting • Financial Analysis • Forecasting • Financial Model Creation • Government Reporting • Grants Management • Cash Management • Budgeting • Divisional Results • Debt and International Letter of Credit Requirements • Project Management • Compliance • Audits • Accounts Payable • Accounts Receivable • City & State B&O Taxes • Human Resource Management • Indirect Cost Allocation • Internal Controls Development • Leadership/Staff Mentoring and Oversight • Payroll & Payroll Taxes • Accounting System Setup • New Business Setup

Professional History

Jay Matsen, CPA (Self-Employed)	Business Consultant	1997-Present
Quileute Tribal School	CFO / Controller / Business Manager	2015-2019
Johnson, Stone & Pagano, PS	Audit Supervisor and Manager	2009-2011
CFS/McGladrey & Pullen LLP	Audit Supervisor and Manager	2005-2009
Disaster Assistance Employee/Reservist	FEMA	2012-Present

Accomplishments

- Developed and upgraded operating procedures, internal controls, and computer systems to keep pace with dynamic environment for external clients and employers.
- Successfully managed special projects to bring accounting and bookkeeping functions current.
- Monitored and coordinated merchandise distribution to ensure on-time delivery of product.
- Maintained compliance records and coordinated activities with external financial and government auditors/contracting officers, without any significant adverse findings.
- Responsible for coordinating financial, tax, operational, and government reporting functions.
- Managed accounting, payroll, personnel departments, training programs, and emergency operations.

Education / Licenses

- Certified Public Accountant, Washington state
- Bachelor of Arts in Accounting (*Cum Laude*), Washington State University

Software

- MIP/Abila, QuickBooks, Microsoft Excel, Microsoft Word, Microsoft Dynamics, MAS 90