# DONNA JORDAN, MBA, CPA

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## CONTROLLER :: INTERNATIONAL MANUFACTURING

Senior Financial Executive with 17 years of documented success leading the Accounting/Finance function for both start-up organizations and large global Fortune 100 enterprises. Versatile industry background that spans international manufacturing, retail, technology, and distribution organizations. Reputation for excellence in developing strong finance teams, enhancing internal controls, guiding corporate financing strategy, and improving internal/external reporting capabilities. Significant experience in:

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| **Accounting Team Leadership** | **Internal Controls** | **Management Reporting** |
| **Strategic Financial Planning** | **Acquisition Due Diligence** | **External Audit Management** |
| **SEC Reporting & Auditing** | **Quality Improvement** | **Budgeting & Cost Containment** |
| **Cost Accounting** | **Mergers & Consolidations** | **ERP System Implementation** |
| **Cash/Bank Management** | **Risk Management** | **Stock Option Management** |
| **International Tax Planning** | **Financial Analysis & Reporting** | **Financing & Capital Formation** |

## *Professional Experience*

**KVR INTERNATIONAL CORPORATION (KVRI)** RENTON, WA
CORPORATE CONTROLLER/PRINCIPAL ACCOUNTING OFFICER 2007 TO PRESENT

*$450M publicly-held industrial technology company. 750 employees worldwide. Offices in Washington, Indiana, Toronto, Germany, UK, France, Spain, Italy, Czech Republic, Taiwan, Japan, China, Brazil and Argentina*

Manage the domestic/international accounting departments for both the corporate office and 14 domestic and international subsidiaries. Additionally oversee the SEC Reporting and Financial Planning groups.

- Improved timeliness of SEC filings.
- Reorganized group to realign financial resources with organizational needs, reducing staffing costs and enhancing the flow of information.
- Represented the finance group in the downsizing and closure of Canadian and Taiwanese Mfg plants.
- Restructured the corporate travel program to save the company $500k (18.5%) annually.
- Led the ongoing support of a new Transfer Pricing program for all locations to maintain efficient tax costs.

**HENDERSONS, INC.** SEATTLE, WA
CORPORATE CONTROLLER 2001 TO 2007

*$230M privately-held company. 5,000 employees. 110 stores in the United States, Canada, and Australia*

Managed the development of monthly accounting and reporting processes for the corporate office, along with nine domestic and international subsidiaries. Oversaw the accounting department, treasury group, risk management function, tax group, loss prevention and legal services.

- Established international billing and collections processes to speed inflows of cash (DSO from 109 to 43).
- Reduced Workers Compensation costs by 23% ($1.4M) annually, from $.40 per hour to $.31 per hour.
- Reduced Bank Charges by $1.5M annually through renegotiations with banks.
- Participated in the refinance of the company, raising $250M of Equity and $330M of Debt.
- Participated in a cross-border dividend and earnings repatriation initiative that resulted in a $40M dividend to shareholders and a $185M debt refinancing for the company.
- Streamlined month-end close and produced Regulation S-X Compliant financial statements.
- Prepared the financial portion for the Rule 144(a) registration statement for a potential debt offering.

**CHANNELCALL.COM, INC.** STOCKTON, CA
TREASURER / VICE PRESIDENT OF FINANCE & ADMINISTRATION 2000 TO 2001

*$3.5M privately-held subsidiary of NetCall, Inc., a publicly-traded co. on the Canadian Venture Exchange*

Led the creation, development and implementation of financial accounting, reporting, controls and administration for the startup and ongoing phases of the business. Oversaw day-to-day operations of the accounting, human resource, purchasing, facilities and administration departments.

- Completed filings for initial Private Placement Memorandum, seed funding, and Series C finance round.
- Established a $1M line of credit for leasing equipment essential to the operations of the company.
- Prepared public reporting information for our parent company (NCI) on the Canadian Venture Exchange.
- Negotiated agreements and performed due diligence for three acquisitions.
- Implemented Great Plains as the accounting/finance software and corporate ERP system.
- Developed and approved compensation plans and processes for the organization.
- Negotiated building lease and facilitated the move process.

**GAMEPLAY / PARKER BROS. (PBRO)** EVERETT, WA
CORPORATE CONTROLLER 1997 TO 2000

*$840M subsidiary of Parker Bros; experienced growth rate from $150M in sales in 1998 to $840M in 1999*

Directed the development of monthly accounting and reporting processes for the corporate headquarters and four international subsidiaries. Oversaw day-to-day operations of accounting department, including; financial reporting, general accounting, cost accounting, retail accounting, accounts receivable, accounts payable and payroll. Supervised the annual audit, tax and quarterly review processes.

- Worked as part of primary team in negotiating the sale of company to Parker Bros. for over $500M.
- Served in key role with the IPO process up to filing of S-1 registration statement.
- Worked as part of primary team that negotiated the acquisition of a $6.5M, 53-store retail business.
- Led the transition team during the acquisition of a $30M company and a $6M company.
- Worked with the independent auditors to complete due diligence on a $15M stock buyback program.
- Implemented an Activity-Based Costing system for analyzing the true costs of our Game manufacturing.
- Directed the conversion/implementation of Solomon AR, AP, cash manager, inventory and GL software.
- Developed Internal Audit function and process.
- Set up and periodically reviewed transfer pricing agreements for our foreign subsidiaries.
- Established, implemented, and supervised the retail accounting group, including the implementation of Counterpoint POS software.
- Worked with IRS and KPMG during our audit to reduce the tax liability from over $1M to $150,000.
- Assisted in the development of business model for the Chinese office(s) and Asian business.

FINANCIAL PLANNING MANAGER | COLLINS AUTOMOTIVE, INC. (CAI) KIRKLAND, WA: 1994 TO 1997
CONTROLLER | WASHINGTON ATHLETIC CLUB, INC. SEATTLE, WA: 1992 TO 1994

## *Education & Certifications*

**Masters in Business Administration (MBA)** | University of Washington
**Bachelors in Business Administration - Accounting** | Gonzaga University
**Certified Public Accountant (CPA)** | Licensed in Washington State

## *Professional Affiliations & Community Involvement*

Financial Executives Institute & Financial Executive Networking Group
American Institute of Certified Public Accountants & WA Society of Certified Public Accountants
Manager/Coach, South Sound Little League