

Jim Retzlaff, CPA

Controller | Senior Finance & Accounting Leader

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San Francisco, California

Controller and leader with strong experience supporting the CEO or CFO by providing the financial tools, advice, and insight to help steer the company and allow quick decision making. Manage all financial, accounting, budgeting, human resources, taxation, administration, and other daily activities. Create the work environment in which the company can thrive and succeed.

Obtained my CPA license with KPMG and moved to private industry holding increasingly responsible accounting and finance positions.

PROFESSIONAL EXPERIENCE

Controller

One Workplace, Santa Clara, CA, 2018 – Current

Controller of the largest office furniture design and sales company in North America with \$500 million annual revenue

- Researched, designed and implemented ASC 606 revenue recognition policy for four distinct lines of business.
- Manage traditional accounting responsibilities including general ledger, A/P, A/R and special projects.
- Consolidate wholly-owned subsidiaries Vantis (construction general contractor) and Pair (furniture manufacturing).
- Responsible for annual and interim audits.
- Manage three direct reports and fifteen indirect reports.

RGP Consulting

San Francisco, CA, 2018

Most recently Interim Controller at Tile, Inc.

Controller / Chief Financial Officer

Ardica Technologies, San Francisco, CA, 2009 – 2016

Hired as Controller and quickly promoted to CFO to oversee all finance, accounting and company administrative duties.

- Facilitated the funding of angel investors, venture capital, convertible debt, joint development agreements, and government funding.
- Participated with CEO in Series B and C rounds of convertible debt and D round of equity funding. Raised total funds of \$35 million.
- Single-handedly responsible for Ardica's prestigious certification as a San Francisco Green Business for six years.
- Managed staff responsible for accounting and finance including banking, budgeting, financial reporting, receivables and payables, general ledger, taxes, insurance, lease negotiations, vendor relations, and general office management and 401(k) administration.
- Supervised all aspects of Human Resources, healthcare benefits.

HIGHLIGHTS

Build and manage motivated teams overseeing complicated businesses

Able to prioritize projects in fast-paced, chaotic environments

Raised \$35 million of investor funds

Avoided bankruptcy through successful financial management

SKILLS

Leadership / Team Building

Accounting & General Ledger

Annual Audits / internal and external auditors

Budgeting & Forecasting

Business Strategy

Fundraising / Venture Capital

Investor Relations

Internal Controls / SOX

Financial & Statutory Reporting

409A / ASC718 / SEC Filings

Federal, State, and Local Tax

Business Licenses, Federal & State Filings

Human Resources

International operations, currency, and consolidations

Liaison with banking regulators, and investors

Great Plains/NetSuite/Peachtree/QuickBooks

Microsoft Office Suite

EDUCATION

B.S., Psychology
University of Oregon

B.S., Business Administration/Accounting
Southern Oregon University

California CPA 78144 (Inactive)

Corporate Controller

Provident Funding Associates, Burlingame, CA, 2003 – 2008

- Directed budgeting, accounting, consolidations, audits, and financial reporting for the company and the trust.
- Interacted with warehouse banks on all facets of borrowing terms, covenant compliance, credit limits, and margin calls. Accounted for mortgage loan funding and subsequent sale in the secondary market.
- Responsible for SEC and investor reporting.
- Hired, managed, and developed a staff of twelve accountants.

Corporate Controller

Paperloop.com, San Francisco, CA, 2000 – 2003

- Managed Oracle G/L accounting, consolidations, A/P, A/R, credit/collections, budgeting, accounting closes, bank reconciliations, account reconciliations, financial reporting, and consolidations.
- Created international reporting standards and managed accounting staff of Belgian subsidiary.
- Responsible for quarterly reviews and annual audit.
- Managed a staff of four.

Controller, Interim CFO

TravelSmith Outfitters, Novato, CA, 1998 – 2000

- Managed the accounting department during high-growth period including reporting, G/L, A/R, A/P, H/R, and benefits, payroll for 275 employees, and quarterly and year-end inventory counts.
- Responsible for treasury (banking relationships, cash management, debt and covenant management, foreign currency exchange and risk, letters of credit), risk management, and budgets.
- Responsible for quarterly reviews and annual audits.
- Managed a staff of twelve.

Controller

The LivePix Company, San Francisco, CA, 1997 – 1998

- Managed all accounting, reporting, budgeting, forecasting, banking, insurance, HR, and facilities.
- Consolidated wholly-owned subsidiaries in Europe and Japan.
- Ensured proper revenue recognition (SOP 91-1).
- Participated in preparing S-1 for filing with SEC.
- Managed installation of Great Plains accounting system.
- Participated in negotiations to raise \$20 million in private equity with Lehman Brothers.
- Hired and managed a staff of four.

Senior International Auditor

Levi Strauss & Co., San Francisco, CA, 1995 – 1997

- Planned, executed, supervised, and reported upon operational audits of Levi's international subsidiaries.
- Negotiated audit findings to be reported with subsidiary General Managers.
- Prepared audit reports for review and discussion by Levi's audit committee and Board of Directors.
- Examined operations such as distribution; production; owned and operated retail stores; franchised retail stores; inventory accounting; credit, accounts receivable & collections; purchasing, accounts payable, & disbursements; advertising & marketing; payroll; contractor agreements; cash & investments; sales order processing; financial reporting; and fixed assets.
- Territory was Europe, Asia, and South America.

Audit Senior

KPMG, Sacramento & San Francisco CA, 1991 – 1994

- Specialized in audit and accounting services.
- Planned, executed, and completed audit engagements, including preparation of financial statements.
- Performed audits to ensure that accounting was done in accordance with GAAP.
- Industries of experience include high technology software and hardware; manufacturing; health care; insurance; banking; commercial and residential construction; wholesale and retail trade; not-for-profit organizations; investment companies and mutual funds; and governmental entities.
- Clients ranged from start-up to middle-market to publicly traded SEC companies.
- Performed special engagements of SEC reporting preparation, including 10-K and 10-Q.
- Organized, supervised, and reviewed the work of a staff of five people.