

ALANA KOHLMAN, CGA

Related Work Experience:

1997 - 2004 Business Analyst

EMCO Corporation/Alberta Region

- Review, and analyze operating statements for Alberta Region Operations. Market segments include; Plumbing, Heating, Air Conditioning and Refrigeration, Industrial, and Waterworks, with sales in excess of \$200M
- Resolve statement issues and problems with Regional Vice President, respective managers, staff and corporate office.
- Coordinate and report monthly “How’s Business” summary presenting operational issues, trends and actions in narrative form for Alberta Region to the corporate office.
- Complete all forecasting and annual budgets for 26 Branches in Alberta
- Special Projects include:
 - Customer Profitability Analysis
 - Adhoc reporting on as required.
 - Analysis of potential acquisitions, due Diligence during EMCO acquisitions and transitioning new companies into EMCO process and accounting
 - Develop, facilitate and train employees on “in-house” training programs such as
 - The Perfect Order
 - Financial Statements 101

1999 Northern Institute of Technology

Continuing Education Instructor

- Part-time Instructor for Financial Accounting BS115 targeted to Computer Systems Students
- Course included review of Generally Accepted Accounting Principles and methodology along with a hands on computer simulated business case using Simply Accounting

EMCO Corporation/Alberta Region

1996 - 1997 Accounting Manager/Financial Analyst

EMCO Limited/Distribution/Western Canada

- Prepare, review, and analyze operating statements for Western Canada Operations. Market segments include; Plumbing , Heating , Air Conditioning and Refrigeration, Industrial, and Waterworks.
- Resolve statement issues and problems with respective managers, staff and corporate office.
- Prepare rolling financial /cash flow forecast monthly for Western Canada.
- Coordinate and report monthly “How’s Business” summary presenting financial history and forecasts in narrative form for Western Canada to the corporate office.
- Assist both the Controller and Branch Managers with forecasting and annual budget.
- Directly manage an Accounting Staff of four as well as coordinating financial and administrative efforts with other department managers.

1995 - 1996 Senior Accountant

Lafarge Canada Inc. Construction Materials Group/Northern Alberta

- Prepare, review, and analyze operating statements for three divisions, Construction Materials, Asphalt & Soil Cement, Pipe/Precast, with sales in excess of \$31 million.
- Resolve statement issues and problems with the respective managers and staff.
- Record and maintain Uniform Consolidated Financial Statements for monthly reporting to regional office.
- Assist both the Controller and the General Managers with forecasting and budgeting.
- Assist with the implementation of new financial reporting system.
- Maintain royalty records, issue statements, remit payments and issue T-5's at year-end.
- Review cheque documentation before releasing cheques to vendors.
- Reconcile accounts receivable balance sheet to subsystem.
- Assume Controller's responsibilities when absent from office.
- Assume a lead hand supervisory role with accounting staff with respect to training, work review, and process problem solving.
- Coordinate and chair monthly Administration Staff meetings.

1994 - 1995 Accountant**Lafarge Canada Inc. Construction Materials Group/Northern Alberta**

- Prepare, review, and analyze operating statements for nine rural locations with sales in excess of \$13 million.
- Resolve statement issues and problems with the respective managers and staff.
- Major balance sheet account reconciliation (Fixed assets, bank and payroll).
- Monitor, report and reconcile fixed asset account to equipment subsystem.
- Train and assist rural support staff and accounting clerk as required.

1992 - 1994 Junior Accountant**Lafarge Canada Inc. Construction Materials Group/Northern Alberta**

- Prepare, review, and analyze operating statements for one concrete operation with sales in excess of \$12 million.
- Resolve statement issues and problems with the respective managers and staff.
- Reconciliation of general ledger accounts.
- Provide support for accounts payable, aggregate sales, and payroll.

Education:**1992 - 1995 The Certified General Accountants Association of Alberta**

- Certified General Accountant

1990 - 1992 Northern Alberta Institute of Technology

- Accounting Diploma
- Maintained an 80+ average

References: Available upon request.