

## **R. DANIEL DUVE, CPA**

904 52<sup>nd</sup> Pl • West Des Moines, IA 50265 • [duvedands@msn.com](mailto:duvedands@msn.com) • (515) 326-2114

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### **Profile**

Highly accomplished senior manager with more than 30 years of successful oversight of all aspects of accounting functions and financial statement preparation. Experienced in maintaining accurate records to improve revenue recognition and proactive in implementing cost reducing measures.

### **Career History**

#### **McClure Engineering Co.**

##### ***Chief Financial Officer***

*A Civil engineering firm*

**Clive, IA**

01/15 to Present

Responsible for an Accounting Team as it increased to 7 members as the company grew at a very rapid pace.

- Manage everything accounting from financial preparation, budgets, project accounting, income taxes, sales taxes
- Manage professional relationships such as banking, CPA, insurance

##### **Key Achievements**

- ◇ Led Accounting Team as employees increased from 65 to 300
- ◇ Involved in 3 acquisitions in 4 years. The 3<sup>rd</sup> acquisition more than doubling employees and revenues
- ◇ Secured bank financing of over \$6 million to make acquisitions possible
- ◇ Implemented procedures to more effectively utilize software to issue financial statements at company and project level

#### **RDD Accounting Services, L.L.C.**

##### ***Owner***

**West Des Moines, IA**

03/10 to 12/14

Owner of a firm that performs accounting services such as financial statement preparation, payroll preparation, payroll tax returns and payments, bookkeeping, accounts payable processing, accounts receivable processing, etc.

- Prepared monthly financial statements for clients in a variety of industries
- Installed QuickBooks and implemented accounting systems
- Prepared and filed payroll tax returns including W-2's, 1099's, 941's, state returns
- Prepared annual financial data and provided to clients' tax preparers

##### **Key Achievements**

- ◇ Provided services for 30 clients
- ◇ Employed a staff of 2
- ◇ Certified QuickBooks ProAdvisor

#### **W. A. Krause.**

##### ***Personal Accountant***

*Founder of Kum & Go Convenience Stores*

**West Des Moines, IA**

03/06 to 03/10

Responsible for researching, analyzing, and providing recommendations for potential business ventures. Also responsible for providing monthly financial statements and financial advice regarding current financial position and sources and uses of assets.

- Prepare financial projections and analytics for prospective investment opportunities
- Implement accounting systems and internal controls for new ventures and existing businesses
- Assist legal counsel to establish new business entities and settle legal disputes
- Manage, monitor and provide all desired reporting for all assets and liabilities
- Analyze and provide an executive summary for potential investments
- Maintain an accurate inventory of all personal assets
- Monitor and maintain compliance with debt covenants

##### **Key Achievements**

- ◇ Started 5 new business entities since March, 2006
- ◇ Tripled available credit facility
- ◇ Provided advice on future asset purchases based on projected sources of cash
- ◇ Updated financial statement reporting to more easily determine weekly, monthly and annual taxable income

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### **Kum & Go, L.C.**

#### **Corporate Controller**

**West Des Moines, IA**

10/00 to 03/06

*A \$1.5 billion convenience store retailer.*

Responsible for preparing timely and accurate financial information. Provide daily financial performance to upper management in order to prudently manage potential risks and opportunities to meet the company's financial and operating objectives.

- Manage and control all general ledger activity including cash, asset and expense elements
- Develop and implement annual financial plans and budgets
- Supervise credit card department which handles \$1+ billion in receipts
- Daily monitoring of stores' financial activity to prevent fraud and provide for quicker operating responses
- Managed and administered all licensing for 400+ stores in 13 states
- Supervised Fuel Tax Department and Sales Tax Department

#### **Key Achievements**

- ◇ Led Accounting Department as store count increased from 305 to over 425 stores
- ◇ Responsible for preparing monthly and annual financial statements generating NO audit adjustments during entire tenure as Controller
- ◇ Implemented new software to more efficiently and effectively prepare and file federal and state fuel taxes
- ◇ Implemented new software to properly account for rebates, calculate the amount due, and provide a rebate receivable aging which in turn provided for more timely receipt of payment

### **Smart Industries, Inc.**

#### **Plant Controller**

**Des Moines, IA**

09/99 to 10/00

*A local manufacturer of coin operated amusement games.*

Responsible for the safeguarding of company assets by ensuring proper controls are in place for accurate reporting of profits and assets. In addition, providing management with inventory usage and future requirements to better manage cash flows.

- Presentation of monthly financial information to corporate management
- Preparation of annual budgets
- Analyze actual versus budget variances
- Assess monthly bank debt covenant compliance
- Provide in-house computer support

#### **Key Achievements**

- ◇ Installed new computer software to eliminate Y2K issues
- ◇ Monitored manufacturing schedule and manufacturing personnel and made adjustments to each as necessary.

### **Bonded Fibers & Quilting, Inc.**

#### **Corporate Controller**

**Des Moines, IA**

08/94 to 9/99

*A local manufacturer of quilted insulated linings for outerwear.*

Responsible for accounting functions for several companies along with providing in-house computer support.

- Presentation of monthly financial information to corporate management
- Designed and implemented accounting systems and procedures to protect the assets of the company
- Preparation of financial projections, forecasts and budgets for several companies

#### **Key Achievements**

- ◇ Designed wide area computer network centralizing data for five companies
- ◇ Established payment terms with vendors during times when cash flow was minimal

### **Coopers & Lybrand**

#### **Senior Accountant**

**Des Moines, IA**

1991 to 1994

*An international public accounting firm since merged into PricewaterhouseCoopers.*

- Supervised audit teams and performed audits in a variety of industries
- Prepared tax returns during tax busy season

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**Woodring & Associates, PC**

1989 to 1991

***Staff Accountant***

*A local public accounting firm since sold.*

- Prepared tax returns, compilations, reviews and computer consultation

**Education/Training**

- |  |   |
|--|---|
| - Dale Carnegie  | - Supervisory Training                              |
| - Microsoft Office Training                                | - Macola Software Training                          |
| - Professional Data Solutions Enterprise Software Training | - Professional Data Solutions RMS Software Training |
| - Best Software Fixed Asset Accounting Software            | - Quicken Bookkeeping Software                      |

Certified Public Accountant exam successfully passed November 1989

**Iowa State University, Ames, IA**

Bachelor Business Administration, May 1988

Major: Accounting