

Russell E. Lebo, MBA, CMA
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EXPERIENCE

Chief Financial Officer, June 1995 to Present

San Joaquin Valley College

With its Corporate office in Visalia, California, this private junior college is an S-Corporation with thirteen on-ground campuses located throughout California and an Online campus.

Additional financial responsibilities associated with a Partnership and three LLC's.

- Report to Owners
- Member of Senior Management and Executive Council
- Trustee for SJVC 401(k)/Profit Sharing Plan
- Oversee and responsible for (staff):
 - Accounting (10) – general accounting, payroll, finance, and financial planning (budgets)
 - Information Systems (7) – help desk, institutional reporting, Office 365, network security (back-ups, antivirus), database administration, and administrator of learning management and student record systems.
 - Network Operations (8) – Internet and Communication infrastructure, security (firewalls, co-location), campus computer resource approval and allocation.
 - Purchasing (3) – centralized purchasing and distribution of textbooks, supplies, equipment, and furniture.
 - Facilities (4) – repairs and maintenance of existing locations as well as the development of new campuses, program migrations, and program additions at existing campuses.
 - Benefits Administration – health insurance and 401(k)/profit sharing.
 - Risk Management – liability insurances, workers' compensation and safety.
- ACCJC/WASC accreditation site team member
 - Yuba Community College District
 - Santa Barbara City College
 - The Salvation Army College for Officer Training at Crestmont
 - Queen of the Holy Rosary College
 - Brooks College

Adjunct Faculty

University of Phoenix – Online, November 2001 to March 2006

Accounting for Managerial Decision Makers, Bachelor and Master level

College of the Sequoias, Visalia, California, August 1995 to May 2001

Principles of Accounting 1 and 2

Controller, September 1994 to June 1995

Food 4 Less, Food King, Best Buy, and Nickel Payless Stores of Tulare, Kings, and Fresno County.

With its headquarters in Visalia, California, this group of S-Corporations, Partnerships, Sole Proprietorships, and a CO-OP, consist of ten grocery stores, two distribution facilities, and a trucking company.

- Report to Owners, Executive Committee, and Board of Directors
- Oversee and responsible for (staff):
 - Accounting (9)
 - Insurance Administration
 - Information System
 - Pension Administration

Accounting Supervisor, September 1991 to September 1994

Zacky Farms / Poppy Foods Division, Dinuba, California

- Senior Accountant responsible for financial reporting and product costing for the Further Processing Division of Zacky Farms
- Manage staff of four
- Frequent verbal and written communication with Owners, Executive Committee, Regional Controller, Complex Manager, Sales and Marketing Manager, Plant Manager.
- Responsible for financial statements, budgeting, financial and product information, product costing and pricing strategy, variance reports, and capital projects.

Senior Financial / Cost Analyst, September 1986 to September 1991.

Hyundai Motor America, Fountain Valley, California.

- Prepared monthly presentation and management reports for Executive Committee
- Frequent verbal and written communication with departments concerning operating results, budgets, variances, and purchase requests
- Cash management
- Maintained standard cost files and reconciled variances
- Supervised, reconciled, and prepare management and audit reports for physical inventories
- Assisted in preparation of financial statements and department programs for yearly budget, including conducting department seminars

CERTIFICATIONS / EDUCATION

Certified Management Accountant (CMA) - Institute of Management Accountants

Balanced Scorecard Certified - Palladium Group / Kaplan-Norton

Certified Getting Things Done (GTD) trainer - VitalSmarts

MBA - University of Redlands, Redlands, California

BS - Business Administration, Accounting emphasis, California State University, Stanislaus, Turlock, California

AA - Business Administration, El Camino Junior College, Torrance, California

COMPUTER SKILLS

Microsoft Windows & Office 365 products including Power Pivot and PowerBi, Mac OS, MAS/Acumatica accounting software, Evolution - payroll, Campus Nexus - school administration, Teamwork - project management.

COMMUNITY ORGANIZATIONS

Member, Visalia Breakfast Rotary, 2000-2014

Board Member, Family Services of Tulare County, 2012 - 2015