

7420 State Route 43
Kent, Ohio 44240

May 13, 2019

Mr. John W. Guyer
Chief Executive Officer
Summit Academies
2791 Mogadore Road
Akron, Ohio 44312

Dear Mr. Guyer:

It is with great interest I apply for the open Governing Authority Board position of Summit Academy Schools. My educational background includes a Bachelor of Business Administration degree in Accounting and an active CPA license. My professional experiences include 11 years in higher education, eight of which are in a supervisory role and four years' experience in public accounting. I am confident the credentials and experiences I possess meet the requirements of the position.

Currently, I am employed as an accountant with George J. Randall, CPA, Inc.. In this role, I am responsible for client development and service working with closely held businesses to provide compilations, tax consulting, financial statements, and financial and strategic planning services. Previously, I serviced as Treasury Services Manager at Kent State University where I managed the day-to-day operations and year-end reporting requirements of over \$550 million in operating cash, investments and all of the University's debt. Through my responsibilities in managing operating cash, I have gained experience in developing, implementing and maintaining policies, procedures and internal controls as well as knowledge of accounts payable and receivable. It is through my year-end reporting responsibilities I acquired and applied knowledge of Governmental Accounting Standards Board (GASB) standards. Prior to my position as Treasury Services Manager, I served as Senior Accountant for nearly three years at the Kent State University Foundation, Inc.. During my time at the Foundation, I managed the annual external audit process including the review of working papers and preparation of the year-end financial statements in accordance with Financial Accounting Standards Board (FASB) standards. Before beginning my tenure at the Kent State University Foundation, Inc., I spent four years in public accounting. From my years in public accounting, I gained a detailed understanding of journal entry preparation and posting, preparing financial statements, Generally Accepted Accounting Principles (GAAP) as well as federal, state and local taxation regulations. Additionally, public accounting prepared me to perform research, prepare responses relating to that research and helped me fine tune my organizational skills.

My professional experiences have provided me the opportunity to work with many different people from diverse backgrounds ranging from hourly staff to senior-level management and board members. My references will attest I am highly ethical, professional, courteous and a team player. I believe my broad professional background has prepared me well to serve as a member of the Governing Authority Board.

In closing, I am enthusiastic about the opportunity to meet and discuss my qualifications and genuine interest in this position. You may contact me via my cell phone, 330-265-4863. I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads "Mark Vlacovsky". The signature is written in a cursive, flowing style.

Mark Vlacovsky, CPA

Mark Vlacovsky, CPA

7420 State Route 43, Kent, Ohio 44240 | 330-265-4863 | markvlacovsky@gmail.com

Experience George J. Randall, CPA, Inc. (August 2018 – present)

Essential responsibilities:

- Compilations - effectively communicate with clients the objectives of the engagement, implement and carry out those objectives, perform general ledger account reconciliations, prepare supporting schedules, prepare and analyze accruals, prepare financial statements
- Taxation - prepare Corporate, Partnership, Estate, Gift, and Individual income tax returns, prepare 1099's and 1096's, W-2's and W-3's

Treasury Services Manager (June 2010 – August 2018)

Kent State University, Kent, Ohio

Provided management of the treasury services functions at the University – including management of cash, debt and investments

Essential responsibilities:

- Managed the investment of all university operating funds; direct cash management function; prepared cash flow projection and analyses
- Developed and maintained banking relationships, negotiated investment agreements, and authorized all domestic and international wire transfers
- Administered and developed investment policies and procedures
- Coordinated university debt administration including working with external bond counsel and underwriters during the issuance of university bonds
- Coordinated the preparation of information in response to the debt ratings agencies and in the preparation of the Official Offering Statement
- Identified and presented lower cost alternatives to traditional lease options for various departments acquiring equipment and machinery
- Served as a member of the Investment Advisory Committee

Accomplishments:

- Revealed University had been over billed for bank related services for the last two years. Successfully communicated the issue to bank representatives and obtained a refund of \$50,000, which translated to a savings of \$25,000 a year going forward
- Redesigned and implemented a new investment reporting structure while working with staff members to obtain their input and buy-in
- Discovered University had been being over billed for ongoing debt services for two years. Successfully communicated with service provider to obtain a \$49,000 refund, which translated to a savings of \$28,000 a year going forward
- Successfully implemented a new banking platform and operating procedures across nine academic locations to drive down costs and increase efficiency

Senior Accountant (September 2009 - June 2010, Promotion)

Kent State University, Kent, Ohio (Kent State University Foundation, Inc.)

Provided overall management of charitable gift annuities, investments, charitable trusts, real estate and risk management for the Foundation.

Experience Continued

Essential responsibilities:

- Audit - managed the annual external audit process including the review of all work papers and preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- Charitable Gift Annuities - calculated required annuity payments according to agreements, made payments, reconciled payments to accounting system monthly, estimated future beneficiary payments for operating budget, prepared 1099's for annuitants and IRS
- Investments - recorded activity in subledgers, reconciled monthly activity to accounting system, rebalanced portfolio, prepared monthly reports for Committee on Investments, provided figures to be used on year-end audited financial statements, prepared applicable footnotes, approximated future income for operating budget

Accountant I (October 2007 – September 2009, Promotion)

Kent State University, Kent, Ohio (Kent State University Foundation, Inc.)

Essential responsibilities:

- Recorded and reconciled monthly investment activity of the Endowment and prepared necessary journal entries
- Recorded and reconciled monthly activity for 27 charitable remainder trusts
- Reviewed operating bank statement and reconciliation and prepared proof of cash
- Maintained asset and real estate depreciation schedules and prepared entries
- Maintained schedule of insurance policies, served as primary contact for insurance matters

Accountant (July 2005 – October 2007)

Walthall CPA's, Independence, Ohio

Essential responsibilities:

- Audits, Reviews and Compilations - effectively communicated with clients the objectives of the engagement, implemented and carried out those objectives, executed engagements following latest Statements on Auditing Standards (SAS's), performed general ledger account reconciliations, prepared supporting schedules, prepared and analyzed accruals, prepared financial statements in accordance with General Accepted Accounting Principles (GAAP)
- Taxation - prepared Corporate, Partnership, Estate, Gift, and Individual income tax returns, prepared 1099's and 1096's, W-2's and W-3's

Accountant (February 2004 – July 2005)

Wrabel & Company, Middleburg Heights, Ohio (merged with Barnes Wendling CPA's)

Essential responsibilities:

- Assurance and Advisory - facilitated the auditing process while demonstrating a high level of competency working with a variety of diverse, privately held, companies and not-for-profit organizations
- ABL Collateral Exams - evaluated credit compliance with loan agreement for major banks throughout Great Lakes Region and Midwest

Committees and Organizations

American Institute of Certified Public Accountants (AICPA)

- Annual Member

Committees and Organizations Continued

Kent State University

- Past Member of the Banking Services Request for Proposal Committee
- Past Member of the Investment Advisory Committee
- Past Member of the Payment Card Industry Data Security Standard (PCI-DSS) Compliance Oversight Committee

Kent State University Alumni Association

- Life Member

Ohio Association of College and University Business Officers (OACUBO)

- Past President

Education and Professional Certifications

Kent State University, Kent, Ohio

College of Business Administration
Bachelor of Business Administration in Accounting

Certified Public Accountant

State of Ohio (Active)
License Number: CPA.49260

Computer Knowledge

Strong proficiency in Adobe Acrobat Pro and Microsoft Office with an expertise in Excel, Outlook and Word

References

Tony P. Malorni
S&T Bank
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Reference type: Professional

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