

Robin A.E. Gintner
980 Thornton Creek Rd
Toledo, Oregon 97391
(541) 272-1349

EDUCATION & PROFESSIONAL LICENSES

Certified Public Accountant, Retired (licensed 1992)
B.S. in Accounting, University of Oregon, Eugene, Oregon (graduated 1990)

PROFESSIONAL ACHIEVEMENTS

- As CFO, helped Oregon Coast Community College achieve an AA3 bond rating from Moody's Investors Service for its \$41M capital construction general obligation bond campaign.
- As a member of executive management, participated in fast tracking Oregon Coast Community College to independent accreditation in under five years.
- Responsible for configuration, implementation and system administration of a new ERP system.
- Structured and configured an integrated time and attendance database to bring multiple companies in varied locations into a streamlined and standardized payroll system serving 600 employees.
- Have worked with numerous businesses designing and implementing accounting and office systems to increase office efficiency thereby eliminating redundancy and reducing labor costs.
- Have helped businesses to better capture and more concisely report their business and financial information through the analysis, customization and management of their databases and reports.
- Have helped businesses to better maximize profit while still controlling their annual tax liability through the use of proper systems, business structure and planning.

PROFESSIONAL EXPERIENCE

October 2014 to Present – **Vice President of Administrative Services/CFO**
Oregon Coast Community College – Newport, Oregon

- Member of executive leadership reporting to the College President
- Responsible for oversight of the College's accounting and finances
- Responsible for leadership, oversight and supervision of the departments that make up Administrative Services – Finance, I.T., Facilities, Public Safety

- Responsible for preparation of the College's \$70M annual budget and compliance with Local Budget Law
- System Administrator and implementation lead for college ERP system

July 2010 to September 2014 – Controller

Metro West Family of Companies – Metro West Ambulance, Hillsboro, Medix Ambulance, Warrenton, Pacific West Ambulance, Newport, Bay Cities Ambulance, Coos Bay

- Responsible for all aspects of the companies' accounting
- Hiring, training and supervision of Accounting Department staff
- Time and Attendance database programming and support
- Benefits administration
- Capital asset tracking and schedules
- Projects, reports, training and support of company management as needed
- Reporting and projects with outside agencies and professionals as needed

August 1994 to July 2010 – Self-Employed Certified Public Accountant

Affiliated with Dennis P. McManus, Jr., CPA, Newport, Oregon, Warfield Limited, Toledo, Oregon, R. Foley, CPA, Inc., Newport, Oregon, Odin Foam (a division of W.S. Darley & Co.), Toledo, Oregon, Macpherson, Gintner, Gordon & Diaz, Attys-at-Law, Newport, Oregon, Grimstad and Associates, CPAs, Newport, Oregon

- Preparation of corporate, partnership, individual, fiduciary, personal property and non-profit informational tax returns with an emphasis on corporate and partnership tax work
- General ledger reconciliations and preparation
- Tax planning and research
- Forensic accounting services
- Preparation of financial statements and reports as needed
- Hiring, training and supervision of accounting staff
- Capital asset tracking and depreciation schedule preparation
- Payroll preparation and reporting
- Workers' Compensation reporting
- Job costing
- Billing, accounts receivable and accounts payable processing
- Installation and configuration of accounting and time and attendance systems
- Creation and implementation of physical and computerized office systems
- Assist clients with general office operation and management
- Troubleshooting and maintenance of computer systems, providing computer support as needed
- Research and purchase of equipment
- Creation of accounting manuals and computer documentation
- Performance of audit functions for non-profit and governmental entities

February 2002 to December 2003 – **Contracted Computer Technician**
*NOAA Marine Resources, FRAM Division, Hatfield Marine Science Center,
Newport, Oregon*

- Provide workstation software and hardware support to the 65 scientists and staff members in the division
- Upgrade, maintain and repair workstations
- Troubleshoot computer and software problems
- Provide backup support as needed to the Network Administrator
- Create support documentation and flowcharts for use by the scientists and staff
- Maintain physical inventories of computer hardware
- Troubleshoot and maintain the assorted peripheral devices on the network
- Assist in creation and management of databases using Microsoft Access

CIVIC ORGANIZATION AND PROFESSIONAL MEMBERSHIPS

Present Affiliations:

Coastal Act Productions, Youth & Family Theatre –Treasurer

Past Affiliations:

Lincoln County Food Share – Treasurer

Partnership for Advancing Literacy

Lincoln County Court Appointed Special Advocate

American Institute of Certified Public Accountants

Oregon Society of Certified Public Accountants

Oregon Association of Independent Accountants

REFERENCES

Sue Kelly, Whole Body Therapy

(541) 265-8680

suekelley49@gmail.com

Sharon Hahn, Oregon Coast Community College

(541) 867-8504

sharon.hahn@oregoncoast.edu

Jason Holland, Oregon Coast Council for the Arts

(541) 574-2652

jholland@coastarts.org