

Adolfo R. Montoya

Education

Bachelor of Business Administration, 1981
University of New Mexico, Albuquerque, NM

Federal Contracting Basics, 2012
George Washington University School of Business, Washington, DC
Top Secret Clearance

Experience

State of New Mexico

General Services Department *CFO*

08/25 - Present

The Chief Financial Officer (CFO) provides strategic leadership and oversight for all financial operations of the General Services Department (GSD) State of New Mexico. This includes managing complex accounting functions, leading the annual financial audit, and preparing the agency's Comprehensive Annual Financial Report (CAFR) in compliance with statutory requirements and Department of Finance and Administration (DFA) guidelines.

- Coordinate yearly Financial Audit
- Direct work plan/assignments for timely and efficient reporting
- Maintain and monitor general ledger
- Set goals and objectives for efficient and accurate reporting.
- Review and interpret financial data
- Assist with Budget preparation and monitoring

ADC LTD NM, *Assistant Controller* Albuquerque, NM

10/20 – 08/25

- Supervision of all financial accounting processes including Accounts Payable, Accounts Receivable, General Ledger, Payroll and Financial statements
- Oversight of government contract billings and financial contract management
- Management of year end and interim audits both governmental and private auditors
- Review and approve monthly reconciliations and bank balances.
- Supervise staff of four in A/P, A/R, General Ledger, & Payroll processing
- Top Secret Clearance

Wildflower International LTD, *Assistant Controller* Santa Fe, NM

10/2019 – 10/2020

- Oversight of financial functions of a major Government Sub-contractor while supervising six employees
- Consistent and timely production of financial statements monthly
- Successful collections of Accounts Receivable with Receivables turnaround of 25 – 30 days.
- Management of Government invoices submitted via E-mail and Wide Area Workflow

- Timely & successful management and payment of Accounts payable invoices
- Management of year end as well as interim audits from both Financial and Government auditors

Ghost Ranch, *Finance & Accounting Director*

03/2018 – 10/2019

Abiquiu, NM

- Oversight of financial functions of a major non-profit organization while supervising five employees
- Produce timely and accurate financial statements monthly
- Process timely payment of accounts payable, collection of accounts receivable on program and property activities
- Manage the year-end audit
- Serve as corporate contact for banking, audit, and other financial relationships

- Oversight of financial functions of a major non-profit organization while supervising five employees
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- Manage the year-end audit
- Serve as corporate contact for banking, audit, and other financial relationships

State of New Mexico

3/2014 – 3/2018

Taxation & Revenue Department

Deputy Director, Administrative Services

3/2015 – 3/2018

Santa Fe, NM

- Responsible for administrative services for State Agencies including accounts payable, accounts receivable, general ledger, payroll allocations, and financial statements
- Supervised four Bureau Chiefs in Financial Services, Financial Distribution, Budget, and General Services for agency of 1100 employees
- Managed grant funding, state general fund budgets, and other state sources of revenue
- Oversaw budgets for seven departments and multiple special projects in monitoring approximate budget of \$ 87m
- Processed \$6-7B of tax distributions to local government agencies, state agencies, and municipalities
- Risk management and record archives planning and implementation
- Responsible for yearly financial audit and government fund analysis
- Oversaw General Services Bureau in inventory, call center, and supply distribution
- Worked closely with New Mexico State Department of Finance and Administration in compliance with accounting and procurement regulations
- Served as Agency Loss Control Prevention Coordinator as well as Agency Chief Records Officer
- Served as Agency Certified Procurement Officer for procurement and contract regulations and statute compliance

Department of Homeland Security and Emergency Management

Administrative Services Bureau Chief

3/2014 – 3/2015

Santa Fe, NM

- Responsible for annual budget of \$50m
- Supervised grant and sub-grant recipients to ensure compliance with FEMA requirements
- Supervised and monitored New Mexico General Fund Budget and worked directly with the Department of Finance and Administration, State Purchasing Department, and State Personnel Department to ensure compliance with state mandated requirements

- Worked closely with project managers, counties, and municipalities in grant compliance and monitoring
- Supervised budgetary and financial processes, including human resources, finance and grant management, facilities and fleet management
- As Chief Financial Officer, maintained internal control procedures to ensure compliance with Department of Finance and Administration rules and regulations
- Worked closely with Department of Finance and Administration on year-end audit and preparation of the Comprehensive Annual Financial Report (CAFR)
- Worked with Legislative Finance Committee analyst and NM State Budget office on budget and Agency operation issues
- Responded to inquiries from Governor's office on constituent concerns
- Used statewide SHARE and HCM system to process financial data for agency

Stillbrooke Homes, *Controller (Temporary/Contract)*

1/2014 – 3/2014

Albuquerque, NM

- Full preparation of consolidated financial statements
- Preparation of year end journal entries and adjusting entries while working with CPA
- Supervised accounts payable, accounts receivable, payroll and general ledger
- Processed new home and land sales, purchases, deposits, and banking entries
- Produce loan draw information for accurate and timely payment of subcontractors
- Managed and reconciled real estate closings

Española Mercantile, *Controller (Temporary/Contract)*

9/2013 – 12/2013

Española, NM

- Responsible for full financial statement preparation and presentation
- Supervised payroll, general ledger, accounts payable, and accounts receivable
- Worked closely with accountant to get timely accurate monthly financial statements
- Supervised two employees in accounting functions
- Worked with General Manager to review and implement new software modules for full manufacturing processes

Chugach Management Services, *Finance Manager*

2/2005 – 7/2013

Kirtland Airforce Base, Albuquerque, NM

- Managed financial aspects of maintenance and operations contract for Kirtland Air Force Base Civil Engineer Division
- Managed staff of six in financial aspects of contract to include accounts payable, accounts receivable, payroll, and general ledger
- Monthly preparation of month-end adjusting journal entries and reconciliation of Balance Sheet accounts
- Managed staff of 4 in purchasing department including purchases and analysis for purchases under Defense Contract Audit Agency and Federal Acquisition regulations
- Reviewed labor, material, and overhead costs for proper allocation to direct projects as well as for indirect rate allocation and tracking
- Prepared, monitored, and presented project performance reports using analytical techniques based on Performance Work Structure (PWS) and funding available
- Billed and collected accounts receivable monthly in amounts up to \$6m for effective cash flow to manage and run company of 225 employees
- Managed cash flow and monitored cash balances and working capital weekly
- Reported directly to Project Manager on budgetary performance of contract

Souder, Miller, & Associates, *Chief Financial Officer*

10/2002 – 2/2005

Santa Fe, NM

- Managed business and accounting aspects for an engineering firm with five offices in New Mexico and Colorado
- Supervised 8 employees in administrative, accounting, and project management reporting
- In charge of cash management, payroll and accounts receivable for a \$10m revenue generating firm.
- Managed company line of credit to reduce interest expense \$50k per year
- Reviewed and approved month-end closing journal entries and approved monthly Balance Sheet accounts
- Worked closely with finance manager and banking representative to utilize bank line of credit for smooth and successful business operations
- Reviewed both indirect and direct costs on a weekly basis for proper allocation of cost to match the expenses to proper funding source
- Built a reporting system to review allocated costs and ensure that both labor and material costs were properly expensed to the funding source as well as to the proper period

Earthstone International, LLC, *Controller*

8/1998 – 10/2002

Santa Fe, NM

- Managed and implemented new accounting procedures on QuickBooks Pro
- Implemented policies and procedures for accounting and reporting systems to management and Board of Directors
- Managed payroll, accounts payable, accounts receivable, general ledger and full financial reporting for manufacturing entity
- Supervised one employee in accounts payable and part of management team to complete Research & Development phase of business and migrate to full production and sales
- Implemented Great Plains Dynamics cost accounting system for the manufacturing of abrasive cleaner and sanding products
- Participated in preparation of company business plan in development stage
- Raised \$25m in investment from both private and venture capitalist investors
- Managed cash flow to ensure startup company was successful