Cynthia Lian Henderson

Professional Profile: Executive with 28 plus years of accounting and business management experience. Results include improved efficiency through re-engineered processes and improved margins through aggressive cost reduction initiatives.

Employment History

Venerini Academy, Worcester, MA **2021 – 2024**
***Business Manager*:**

- Maintained QuickBooks accounting system to provide financial reporting to the Board of Trustees.
- Prepared and monitored annual budget collaborating with Principal, Department Heads and Finance Committee.
- Prepared documentation and managed annual audit process.
- Managed and coordinated tuition billing and collection.
- Managed and processed Accounts Payable.
- Oversaw and coordinated Human Resources responsibilities including payroll and benefit administration.

Notre Dame Academy, Worcester, MA **2005 – 2020**
Operations Manager (2017 – 2020):

- Responsible for the oversight, planning, and coordination of the budget, audit control, Accounts Payable and Receivable, financial management and reporting, and payroll systems.
- Provided oversight of the physical plant and school maintenance.
- Oversaw vendor management, including but not limited to grounds, technology, maintenance, renovations, and scheduling all rentals of school facility.
- Maintained all business manager respsibilities, explained below.

Business Manager (2005 – 2017):

- Implemented a new accounting software program, QuickBooks, which resulted in more efficient and predictable financial reporting.
- Prepared and monitored annual budget collaborating with Principal, Department Heads and Finance Committee.
- Prepared documentation and managed annual audit process.
- Managed and coordinated tuition billing and collection.
- Managed and processed Accounts Payable.
- Oversaw and coordinated Human Resources responsibilities including payroll and benefit administration.

Crestwood Arms Condominium Association, Worcester, MA **1998 – present**
Treasurer:
Responsible for protecting assets of condominium complex and ensure fiscal health of operations; this includes all bookkeeping functions, accounts receivables and accounts payables.

Mountain, Dearborn, and Whiting, Worcester, MA **1994 – 2005**
Accountant:
Responsible for assisting the attorneys of the law firm in their fiduciary responsibilities entrusted to them by their clients. Prepared Federal and State tax returns as well as trust account summaries for clients.

Education

Assumption College, Worcester, MA
Bachelor of Arts, Business Management

References

Available upon request