

## Amina Osman

Amina is a finance and accounting professional with more than 25 years of experience supporting financial reporting compliance, audit readiness, and operational accounting across public and private organizations. Her background includes senior accounting leadership roles and consulting engagements, with deep expertise in U.S. GAAP, SOX compliance, risk management, and data analytics.

### Credentials & Expertise

#### Expertise

- ◆ Sarbanes-Oxley, U.S. GAAP and SEC
- ◆ SOX compliance
- ◆ Risk management
- ◆ Data analytics
- ◆ Investigative accounting
- ◆ Staff development

#### Achievements

- ◆ Implemented procedures that reduced month-end close process from 14 to four days.
- ◆ Acted as liaison for the international field offices of a real estate holding corporation on issues such as property management, foreign currency exchange, budgeting, and cash management.
- ◆ Performed variance analyses to bring budgets in line with company objectives.

#### Technical Proficiency

◆ Great Plains	◆ BNA Fixed Asset
◆ FRX	◆ Lotus Notes
◆ JD Edwards	◆ SharePoint
◆ Hyperion Essbase	◆ Microsoft Office System (Word, Excel, Power Point, Access, Outlook)
◆ IBM Cognos TM1	
◆ Peachtree	
◆ QuickBooks	

#### Education

- ◆ **BS in Business Administration (Finance),**  
California State University at Long Beach

#### Industries

◆ Healthcare	◆ Advertising
◆ Manufacturing	◆ Banking
◆ Design and construction	◆ Education
◆ Real Estate	

#### Highlights

- ◆ **LifeMasters Supported Selfcare, Inc.** - As Senior Accounting Manager was responsible for the preparation of financial statements and schedules as well as primary coordination with Big Four firm during a cycle of extensive growth, proposed merger, company-wide reorganizations as part of downsizing efforts, Chapter 11 bankruptcy filing and sale of assets.
- ◆ **Vista Paint** - As Senior Accountant for \$80 million company with 46 locations was responsible for all aspects of financial accounting including month-end close and all associated reports, general ledger maintenance and reconciliation of balance sheet accounts, annual audits, P&L for variance analyses of cost centers and departments, daily cash flow and cash management, bank reconciliations and interest payments, intercompany billings, sales tax filings, property tax statements, and various state and federal filings.
- ◆ **Carlson** - As Staff/Project Accountant was responsible for accounts receivable and invoicing, month-end close, monthly job cost reports, corporate leasing packages, sales tax returns and year-end audit schedules.

For over 15 years, BGA has proudly filled the gap that often exists between accounting firms striving to maintain independence and their clients. We understand the compliance requirements and needs of our public and private clients. Our unwavering commitment to excellence has enabled us to assist thousands of domestic and international companies with everything from complex M&A transactions to IPOs and technical accounting for financial reporting.

## Amina Osman

### Experience

#### Independent Consultant – 2013 to Present

- ◆ **Corinthian Colleges** – Provided compliance services in adherence to the Department of Education's regulations and requirements.
- ◆ **Cohu/Delta Design** – Provided SOX compliance services including review process narrative, control matrices, control testing, summary reports and testing services for subsidiaries in Europe.
- ◆ **Pintar Investment Company** – Identified the validity of the outstanding accounts receivables and assisted with process improvements for the accounting department.
- ◆ **Emerald Expositions** – Annual audit preparation.
- ◆ **Auto USA** – Schedules for software capitalization and outstanding sales.
- ◆ **Apria Healthcare** – Provided budget guidance to senior executives and their department managers. Performed variance analyses to bring budgets in line with company objectives.
- ◆ **Resort Vacations Inc.** – Provided general accounting services for the corporate office including daily cash receipts, journal entries, reconciliations and commission reserves schedule.

*LifeMasters  
Supported  
SelfCare, Inc.*

LifeMasters Supported SelfCare, Inc. ◆ Various Positions – 2004 to 2010

Supported company through a cycle of extensive growth, a proposed merger, company-wide reorganizations as part of downsizing, filing for chapter 11 and the sale of assets. Maintained all previously held responsibilities with each promotion.

**Senior Accounting Manager**

- ◆ Managed preparation of financial statements in accordance with U.S. GAAP.
- ◆ Coordinated with Ernst & Young to lead external financial statement audits.
- ◆ Assisted with preparation of financial schedules required for bankruptcy filing and sale of assets.
- ◆ Reduced headcount while continuing to provide superior support to cross-functional teams.
- ◆ Accomplished all objectives with minimal supervision during a period with a part-time CFO and no Controller.

**Accounting Manager**

- ◆ Directed a seven-person accounting department in the preparation of financial reports, month-end close, accounts payable/receivable, fixed assets, audits, cash management, tax preparations and ad hoc reports.
- ◆ Implemented procedures that shortened month-end close process from 14 to four days, providing senior management and the board of directors with more timely financial information.

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### Experience

#### Revenue Accounting Manager

- ◆ Conducted meetings with all levels of management to communicate client developments and discuss assumptions for forecasted revenue.
- ◆ Reviewed complex contracts to capture billing and revenue reserves.
- ◆ Partnered with IT department to review billing logics and ensure accurate billing files.

#### Accounting Supervisor

- ◆ Reviewed balance sheet reconciliations on a monthly basis for accuracy, proper documentation, P&L management against budget and forecast. Conducted trend analyses.
- ◆ Developed goals and objectives for the accounting department.
- ◆ Prepared financial statements, reviewed journal entries, monthly reports and inventory reconciliations.



Vista Paint ◆ Senior Accountant – 2002 to 2004

- ◆ Coordinated month-end close, reconciliation of balance sheet accounts and annual audits.
- ◆ Reviewed P&L for variance analysis of cost centers and departments.
- ◆ Managed cash, daily cash flow, interest payments, bank reconciliations and intercompany billings.
- ◆ Completed sales tax filings, property tax statements, and various state and federal filings.
- ◆ Generated monthly management reports, reviewed financials and general ledger maintenance.
- ◆ Assisted with the preparation of annual budgets, ad hoc reports, inventory audits, etc.



Carlson ◆ Staff/Project Accountant – 2000 to 2001

- ◆ Prepared month-end closing entries, monthly invoicing and year-end audit schedules.
- ◆ Coordinated and prepared monthly job cost meetings to ensure projects were within budget.
- ◆ Compiled corporate leasing package, sales tax returns, accounts receivable.

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### Experience

*The Severin Group, CA/  
Severin Real Estate Holding Corp.*

The Severin Group, CA/ Severin Real Estate Holding Corp. ◆ Accountant – 1998 to 2000

- ◆ Assisted with the transition of the accounting department from California to Nevada.
- ◆ Prepared quarterly and annual financial statements, budgets, variance analyses and footnotes.
- ◆ Acted as liaison to international field offices on issues including property management, foreign currency exchange, budgeting and cash management.
- ◆ Reviewed foreign accounting packages.
- ◆ Performed cash management for multiple domestic and foreign entities.

### Contact Us

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