

M. Craig McMurphy

3014 Reva Ridge Drive #101, John's Island, SC 29455

(918) 629-3941

drothepuck7@gmail.com

Skills Summary

*Senior level: 35 years Accounting experience, 25 years Privately owned Real Estate/Land Development and Golf Facility
10 years Public Accounting experience, 5 with a Big 8 Accounting Firm*

- *Tax preparation and planning (C, S, Ptr, LLC and 5500)*
- *Monthly financial reporting and resulting strategic analysis*
- *Annual budgeting and forecasting*
- *Human resource management*
- *Leadership and supervision*
- *Customer and Vendor relations*
- *IT/Telecommunications management*
- *Insurance management*

Education & Certifications

Oklahoma State University

Bachelor's of Science in Business Administration, Major: Accounting

Certified Public Accountant

Professional Experience

The Robson Companies, Inc., Broken Arrow, OK

02/1994 – 06/2017

Vice President, Treasurer

- Managed and directed all accounting activities for 30 Real Estate and Land Development entities
- Ensured that all tax compliance was prepared and filed with the appropriate government agencies
- Managed the receivables for 350 golf members and 1200 homeowners
- Developed and implemented budgets for all entities
- Communicated all financial strategic analysis directly with the President/Owner on a weekly basis
- Responsible for obtaining and securing any financing needs
- Secured and maintained health, general liability and worker's compensation insurance policies
- Managed all legal filings with State and County governments
- Managed all IT/Telecommunication services

Accomplishments:

- Implemented Jonas Club general ledger/point of sale/inventory management/receivable and payables software
- Outsourced and implemented on-line payroll compliance program to handle 120 employees
- Negotiated and contracted new General Liability, Health and Worker's Comp insurance policies saving in excess of \$150,000
- Contracted and installed 2 IT/telecommunication systems and directed their maintenance
- Authored new company employee hand book and policies while implementing a drug screen process
- Installed 'Positive Pay' software preventing payables bank fraud
- Implemented company 401(k) savings plan

Hale-Halsall Company/Git-n-Go Convenience Stores, Tulsa, OK

01/1992 – 01/1994

Controller

- Prepared 100 separate (by store) monthly financials for the Board of Directors
- Directed and managed monthly and daily general ledger postings
- Directed and supervised 11 corporate accounting employees
- Maintained compliance with alcohol beverage laws for 3 state jurisdictions

Accomplishments:

- Established a zero balance remote disbursement account in neighboring state allowing for extra days float on payable cash balance

Cooper & Lybrand, Tulsa, OK

01/1986 – 12/1991

Tax Manager Small Business Group

- Prepared approximately 100 tax returns for C and S companies, partnerships and individuals
- Franchise tax preparation
- Governmental compliance and survey preparation
- Prepared Audit and Compilation reviews

Accomplishments:

- Maintained at a minimum 80% billable

Cross & Robinson, CPAs, Tulsa, OK

01/1984 – 12/1986

Staff Accountant

- Prepared approximately 250 tax returns for C and S companies, partnerships and individuals
- Franchise tax preparation
- Governmental compliance and survey preparation
- Prepared Audit and Compilation reviews
- Medicare Cost Reporting

Perry, Kinion and Brown, CPAs, Cleveland,

01/1982 – 01/1984

Staff Accountant

- Prepared in excess of 300 tax returns predominately individuals but including C and S companies along with partnerships
- Franchise tax preparation
- Governmental compliance and survey preparation

Community Involvement/Professional Organizations

Treasurer, Bill Brown for State Senate, Broken Arrow, OK

2012 to Present

Served as Board Member Oklahoma State Accountancy Board, Oklahoma City, OK

1 Year

Treasurer, The Broken Arrow Rotary Foundation, Broken Arrow, OK

11 Years

Treasurer, The Broken Arrow Salvation Army, Broken Arrow, OK

2 Years

Member of the American Institute of Certified Public Accountants

1986 to Present

Member of the Oklahoma Institute of Certified Public Accountants

1986 to Present