

CITY CLERK
2015 JUL 15 AM 8:47

818-548-2090

Application for Appointment to City Board or Commission

Please provide the following information and return application to the Office of the City Clerk by mail:
613 E. Broadway, RM 110, Glendale, CA 91206-4393; or by Fax: 818-241-5386.
(Applicant must be a Glendale Resident and Registered to Vote in the City).

Audit Committee
Name of Board or Commission

PRINT LEGIBLY OR TYPE

Date: 07/14/2015

Name: Alejandro J Parajon

Home Address:

Home Telephone: () Cel

Email Address:

I. **PERSONAL**

Number of years lived in Glendale 32

Are you a registered voter in the City of Glendale (Required)? Yes

II. **EDUCATION**

College: Woodbury University Degree: MBA

College: Woodbury University Degree: Acctg

III. **BUSINESS/PROFESSIONAL EXPERIENCE**

Position: Owner

Company Name: Paragon Business Solutions LLC

Address:

Telephone (818)

Job Description: Provide accounting, payroll/HR, tax prep and business consulting services to small

business owners throughout Southern California. Specialize in part time CFO / Controller services.

Generate financial statement analysis, budget to help clients in making informed business decisions

(OVER)

Design Review Board Candidates Only:

Are you a registered Architect? Yes ☐ No ☐ Registration Number: _____

IV. ORGANIZATIONS/CIVIC ACTIVITIES

List Affiliations: _____ Glendale Sunrise Rotary - Treasurer, Secretary and mebership Chair

_____ Pending Board approval for Glendale Healthy kids board

_____ One Legay Donate Life Ambassador Lead / Glendale Foothill Little League Board member

_____ Woodbury University Associated Student Govt Board President

V. QUALIFICATIONS/EXPERIENCE

List relevant experience and skills: _____ A high enery, self motivated skilled Accounting

_____ professional with over 20 years management experience in a broad range of financial and administrative

_____ fields. Proven track record in all facets of project management, strong leader and team builder. Able to

_____ organize, motivate and manage change.

VI. OTHER INFORMATION

(A) Please attach a current resume

(B) Please include a brief written statement outlining your views on the roles and responsibilities of this Board or Commission, its key issues, and your goals if appointed (attach additional sheet if necessary).

_____ Been in the Accounting field for 20 years, I have great knowledge and experience been part of audits

_____ with various for profit organizations. I believe with my experience I will be able to help, guide and identify

_____ areas of improvements. My goal is to be a key audit committee member with outstanding analytical skills

_____ which will allow me to question and/or identify areas of concern plus safeguard City of Glendale assets.

PLEASE NOTE:

THIS FORM BECOMES PUBLIC INFORMATION. PLEASE INFORM THE CITY CLERK IF THERE IS ANY INFORMATION CONTAINED WITHIN THAT YOU DO NOT WANT AVAILABLE TO THE PUBLIC.

ALEJANDRO J. PARAION, MBA

PROFESSIONAL SUMMARY

A high energy, self-motivated skilled accounting professional with over 20 years management experience in a broad range of financial and administrative fields. Proven track record in all facets of project management. Strong leader and team builder. Able to organize, motivate and manage change. Outstanding presentation, communication, analytic and decision making skills and able to work with all levels of an organization.

SKILLS

- | | |
|----------------------------------|---|
| • Bilingual Spanish | • Procurement |
| • General Accounting/GL | • Sarbanes Oxley 404 |
| • Accounts Payable/Receivables | • Medea by Argo, Pace, JD Edwards E1 |
| • Payroll Administration, ADP GL | • PeopleSoft, Hyperion Essbase, Quickbooks, FRx |
| • Financial Reports | • GL Company, Great Plains, Drake Tax |
| • GAAP Knowledge | • Adv Excel / Adv PowerPoint / Inter Access |

PROFESSIONAL EXPERIENCE

Paragon Business Solutions, LLC Glendale, CA

Owner/Founder

08/08 - Present

Provide Accounting, Payroll/HR, Tax Preparation and Business Consulting services to small business owners throughout Southern California. Specialize in Part time CFO/Controller services. We generate financial statements analysis, budgets to help clients in making informed business decisions..

- Broad experience in various industries such as entertainment, travel, legal, transportation, medical, and telecommunications industries.

University of Phoenix, Southern California Campus

Adjunct Faculty

11/08 - Present

- Facilitate Accounting, finance and management undergraduate and graduate courses

Fox Cable Networks, Century City, CA

Accounting Manager

05/09 – 11/11

Managed the affiliate and ad sales revenue accounting for all Fox Cable Companies which consisted of 27 networks and a \$3.5B in annual revenue. Accountable for ascertaining and reporting on financial risks and opportunities associated with carriage deals, new network launches, existing and potential deals. Reviewed and approved various journal entries and oversaw month-end close process. Worked closely with multiple divisions such as Sales, Legal, Finance and regional offices. Assisted in explaining variances between actual vs. forecasted revenue and analyzed all revenue adjustments. Ensured compliance of Department Sarbanes Oxley and SAS70 internal controls, including documentation and testing. Oversaw the affiliate billing process and ensured contract agreements were in accordance with our monthly billing of approx \$292 Million. Managed, developed, and coached a team of 4 associates and motivated them to achieve department and individual goals.

- Developed several databases that improved billing process efficiencies.
- Supported the Fox Green initiative by adopting electronic processes that reduced cost in paper usage.
- Created a database to automate the cash journal entries.
- Improved department efficiencies by streamlining the revenue and cash journal entries.

Workway, Inc. Burbank, CA**Accounting Director****09/08 – 05/09**

Maintained and improved the organization's accounting principles, practices, procedures and initiatives. Worked on continuous improvement and assisted senior leadership in problem solving. Managed the month-end close process for 3 entities, ensuring accurate and timely reporting of financial results. Handled the preparation of monthly financial statements and consolidation. Prepared monthly internal management and external financial reports. Reviewed and approved all detail account reconciliations and supporting journal entries. Managed collections activity, monitored A/R and cash flow. Provided support, management, guidance, leadership and organizational structure to the department of 5 associates.

- Successfully implemented several changes to improve the month-end process.
- Redesigned financial reports to demonstrate financial results by office/regions.
- Managed and successfully implemented ADP GL payroll and Clearview interface project.

WellPoint, Inc Subsidiary of Anthem Blue Cross, Woodland Hills, CA**Manager, Accounting & Reporting****01/05 - 06/08**

Maintained accuracy and timeliness of billing self funding clients. Prepared and reviewed quarterly and yearly department budgets of \$1.5 Million. Ensured compliance of Department Sarbanes Oxley and SAS70 internal controls, including documentation and testing. Managed Accounts receivable of over \$400 million. Compiled and completed monthly reporting of department financials and metrics. Managed department general ledger month end close process and approved GL reconciliations. Coordinated training for new and incumbent staff. Standardized the dissemination of information related to policy changes to ensure successful implementation of changes. Lead a team of 10 associates and motivated them to achieve department goals. Mentored and coached staff in performance matters.

- Maintained accounts receivable over 95% under 30 days.
- Reorganized employees into teams which in turn improved efficiencies and eliminated redundancies.
- Initiated multiple cost reduction initiatives that resulted in savings of over \$100K.
- Developed and enhanced several databases to improve productivity.

Law Offices of Atkins and Evans, Los Angeles, CA**Accounting Manager/Controller****11/99 - 12/04**

Oversaw entire accounting operations, including payroll. Prepared, analyzed and presented financial reports to management. Reviewed all general ledger entries, variance analysis and month-end close process. Analyzed company expenses and performed cost reduction strategies. Managed all investment activities by the firm. Assisted outside CPA with Partnership federal and state tax preparation. Prepared city business taxes, quarterly and yearly payroll taxes and participated in audits by outside sources.

- Successfully reduced cost by 10-15% per year.
- Successfully converted accounting software from QuickBooks to PC Law.
- Improved Accounts receivable by developing collections tactics.

Mundispano, Inc. Los Angeles, CA**Accounting Manager****06/97 - 10/99**

Handled General Accounting, Receivables, Payables, and Payroll. Prepared financial statements, assisted in billing, collection, customer service, bank deposits and bank account reconciliation. Performed data entry. Developed cost reduction strategies.

- Developed entire accounting department process and policies.

EDUCATION

- 2005 Master of Business Administration** Concentration in Finance
Woodbury University, Burbank, CA
Accomplishments/Awards: *The Beacon Award Recipient 2004-2005 Delta Mu Delta Honor Society*
- 2003 Bachelor of Science** in Business Administration, Concentration in Accounting
Woodbury University, Burbank, CA
Accomplishments/Awards: *President's Award Recipient 2002-2003, Leadership Award Recipient 2002-2003, Alpha Sigma Lambda Honor Society*

CERTIFICATIONS

CPA – Certified Public Accountant Candidate

Enrolled Agent

Certified Tax preparer:

CTEC: California Tax Education Council

ORGANIZATIONS / VOLUNTEER/MEMBERSHIPS

- Member, Glendale Sunrise Rotary International (2012-Present)
 - Treasurer, Glendale Sunrise Rotary International (2015-2016)
 - Secretary, Glendale Sunrise Rotary International (2014-2015)
 - Membership Chair, Glendale Sunrise Rotary International (2013-2014) *Increased membership by 25%
- Member, NATP – National Association of Tax Preparers (2001-Present)
- Member, NAE - National Association of Enrolled Agents (2013-Present)
- Member, CalCPA (2011–Present)
- Member, AICPA – American Institute of CPA's (2003–Present) Member No. 98043259
- Member, IMA – Institute of Management Accountants (2005 – 2010)
- Volunteer, American Red Cross Blood Services (2008-2010)
- Volunteer, Padres Contra Cancer (2010-2012)
- Ambassador Lead, One Legacy "Donate Life" (2012-Present)
- President, Foothill Little League Baseball (2010-2011)
 - Coach, Foothill Little League Baseball (1995-1996 and 2006–2010)
- Alumni Advisor, Woodbury University, Associated Student Government (2003-2007)
- President, Woodbury University Associated Student Government (2002-2003)
- V.P of Finance, Woodbury University Associated Student Government (2001-2002)
- Volunteer, Income Tax Assistance, Burbank Library (2001– 2004)
- Treasurer, Sigma Alpha Epsilon Fraternity, CSULA (1994 –2000 and 1998-2000)

AWARDS

- National Award Winner for Outstanding Treasurer (1999-2000)
- Outstanding Chapter Financial Management (1999-2000)