



T MARTIN

Philadelphia, Pennsylvania | martin@camcobra.com | 267.270.5030

CONTROLLER * FINANCE DIRECTOR * ASSOCIATE DIRECTOR

Seasoned nonprofit executive experienced in leading mission-driven organizations through complex operational, financial, and structural challenges. Proven track record in organizational leadership, cross-functional management, and governance support, particularly in transitional or underperforming environments.

CORE COMPETENCIES

- Nonprofit Finance & Accounting (GAAP, GAAS, A-133)
- Board & Stakeholder Engagement
- HR, Payroll & Benefits Administration
- Grants & Compliance Reporting
- Cash Flow & Treasury Management
- Technology Systems & Conversions

PROFESSIONAL OVERVIEW

DIRECTOR OF FINANCE AND ADMINISTRATION

APR 2023 – PRESENT | WOMEN'S LAW PROJECT (WLP)

- **Accounting:** Within first 90 days, streamlined QuickBooks to ensure GAAP compliance at the point of data entry.
- **Financial Reporting:** Transitioned board reporting from dense rows and columns of numbers to graphical representations with explanations of key financial highlights.
- **Budgeting:** Devised inclusive approaches to incorporate departmental/leadership input into annual budgeting process/decisions.
- **Audit & Tax:** Reduced audit turnaround from 10+ months to 3 months post-year-end with zero audit adjustments.
- **Leadership:** Assumed interim leadership of Philadelphia office after departure of co-Executive Director.
- **Compliance:** Established formal structures for accounting, internal controls, HR compliance, and board governance.
- **Governance:** Liaise with board of directors, prepare and distribute board meeting materials, and act as custodian of records.

SENIOR ACCOUNTANT

APR 2019 – APR 2023 | PHILADELPHIA INDUSTRIAL DEVELOPMENT CORPORATION (PIDC)

- Managed 130+ monthly/quarterly reconciliations for a \$100M multi-entity nonprofit.
- Coached accounting staff; led over 30 external audits and ensured GAAP/GAAS compliance.
- Maintained key stakeholder relationships, including the City of Philadelphia and external auditors.
- Delivered timely financial statements and supported both grant and corporate tax filings.

ACCOUNTANT/ANALYST AND IT ADMINISTRATOR

DEC 2017 – OCT 2018 | PHILADELPHIA CHILDREN'S ALLIANCE (PCA)

In addition to duties performed as Accountant/Financial Analyst:

- Created first complete technology asset inventory and advised on outsourced IT performance.
- Communicated technical reports to staff and aligned infrastructure with strategic priorities.

ACCOUNTANT AND FINANCIAL ANALYST

APR 2015 – DEC 2017 | PHILADELPHIA CHILDREN'S ALLIANCE (PCA)

- Delivered four consecutive "no findings" audits; designed first multi-year KPI-based forecasts.
- Prepared financial statements and reporting packages for public and private grants.
- Completed corporate credit transition to PNC within 90 days of hire.



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ACCOUNTING MANAGER

OCT 2012 - SEP 2014 | SCHOLAR ACADEMIES (MULTI-ENTITY/MULTI-SITE)

- Managed five-entity general ledger and processed 400+ monthly payables with 100% accuracy.
- Supported budget development for five nonprofits/charter schools.
- Implemented a smooth corporate credit card transition to PNC in under 90 days.

INDEPENDENT CONTROLLER/CFO

APR 2011 - SEP 2012 | VARIOUS FOR-PROFIT AND NONPROFIT ENTERPRISES; PHILADELPHIA, PA

- Used TACT to support organizations such as Just Cookies, Friends of the Free Library, and Gathered Dreamz.
- Services included startup planning, general ledger cleanup, nonprofit accounting setup, and QuickBooks migrations.

IT/FINANCE MANAGER

JUN 2004 - MAY 2011 | ASPIRA, INC. OF PENNSYLVANIA (MULTI-ENTITY/MULTI-SITE)

Jun 2004 – May 2008 IT Manager; Jan 2008 – May 2011 Finance Manager

Jul – Aug 2007 & 2008 Summer Camp Instructor

- Managed \$20M+ in nonprofit revenue across multiple ledgers and accelerated month-end close from 45 to 7 days.
- Recruited and led finance team; optimized strategic plan tracking for the executive team.

EDUCATION

- B.S. Business Administration, University of the People
- Business Admin./Public Policy, Community College of Philadelphia
- Certifications:
 - ♦ Nonprofit Management Certificate, Temple University
 - ♦ Intuit QuickBooks Certified ProAdvisor
 - ♦ Finance, Accounting, Marketing, Strategy, and Entrepreneurship (University of the People)

TACT SPOTLIGHT

T.A.C.T. = Troubleshooting, Analysis, Cleanup, Turnaround/Transformation

This proprietary framework is the cornerstone of my executive leadership style, driving operational stability and mission alignment across every engagement, from nonprofit startups to multimillion-dollar financial overhauls. Whether leading a crisis intervention, preparing for audit, or modernizing systems, I bring a structured, repeatable approach that delivers results.

SOFTWARE & SYSTEMS

QuickBooks | Sage Intacct | Microsoft Dynamics SL | Salesforce | ADP | Paychex | Bill.com | Microsoft 365 | Laserfiche | FileMaker | WordPress | Python | SharePoint | FOSS platforms | Linux/MacOS/Windows

LEADERSHIP, VOLUNTEER & BOARD SERVICE

SHRM Member | Former Board Member, InterCommunity Action | Friends of McPherson Square Library (Former Sec./Treas.)
Philly Nonprofit Finance Group | Young Dream Stars Advisor | Latino Partnership Institute Volunteer
Organized Chaos Art Exhibit Curator | Former Board Secretary, Centro Pedro Claver