

PAUL K. FRANKS, C.P.A.

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BACKGROUND SUMMARY

Experienced certified public accountant with thirty years of private industry experience and national/local public accounting experience.

EDUCATION

B.B.A., Accounting, University Of Wisconsin, Madison, Wisconsin (December 1978)
Licensed as a Certified Public Accountant in the State of Texas, January 1981 (Certificate No. 24440)

SELECTED PROFESSIONAL EXPERTISE AND ACCOMPLISHMENTS

Public accounting and industry experience includes multi-family and commercial real estate, contractors, retail, wholesale distribution, manufacturing, nonprofit organizations, service and professionals.

Management responsibilities resulting in the following:

- Daily exposure to senior management through working relationships with CEO, CFO, and entrepreneurs; excellent interpersonal, verbal and written skills.
- Proficient in Excel, Word, Word Perfect, Syspro, AMSI, Timberline, Quickbooks, various tax and accounting programs.
- Experienced in financial statement preparation, federal income taxes, business advisory services, IRS and state sales tax audits, and court testimony.
- Evaluated and implemented 401(K) plan. Achieved 90% initial enrollment, exceeding estimated original enrollment of 80%.
- Implemented and administered transition from MYOB to Syspro manufacturing and accounting software.
- Implemented and administered transition to computerized systems for accounting and property management functions; increased productivity of managers resulting in reduction of 2 to 3 additional administrative staff positions.
- Assisted in installation of, and staff training for, new computerized point of sale system in retail stores.
- Developed employee handbook, policy manual, and safety manual; resulted in 50% decrease in employee injuries in the first year.
- Assisted in selection and supervised implementation and training of new technology in retail stores; including new credit card terminals and check acceptance equipment. Resulted in 10% cost reduction in processing costs and 20% reduction in chargebacks and returned checks.

EMPLOYMENT HISTORY

May 2007 – June 2009

Controller

Houston, Texas

Rodriguez Chavez Corporation, dba RCH Industries

Manage accounting and human resources departments for a manufacturing and fabrication company. Responsible for accounting and tax functions as well as supervising human resources area. Preparation of monthly and annual financial statements. Maintain banking relationships; assist with lease negotiations; management of cash; management of insurance programs; supervise accounts payable, accounts receivable, general ledger functions and payroll functions;

prepare management payroll and quarterly sales tax reports.
 Implemented transition from MYOB accounting to Syspro manufacturing and accounting software.

November 2005 – April 2007 **Controller** Houston, Texas
Systems Evolution, Inc.
 Manage accounting and human resources departments for a technology consulting company. Responsible for accounting and tax functions as well as supervising human resources area. Preparation of monthly and annual financial statements. Maintain banking relationships; assist with lease negotiations; management of cash; management of insurance programs; supervise accounts payable, accounts receivable, general ledger functions and payroll functions; assist in annual and quarterly SEC filings; quarterly sales tax reports.

September 2004 - Present **Paul K. Franks, CPA** Houston, Texas
 Providing accounting and tax consulting services for private companies and individuals, assisting privately held companies with contract accounting services. Provided contract accounting, tax and auditing services to a local accounting firm. Currently providing tax services to several select individuals.

October 2000 – September 2004 **Vice President /Chief Financial Officer / Controller** Houston, Texas
Don R. Mullins Interests
 Management of multi-family and commercial properties. Affected transition of staff to preferred employer organization resulting in 15% to 20% reduction in payroll related costs. Supervised multi-family property managers in administrative and accounting areas. Managed and prepared all financial, and tax reporting. Researched and selected new accounting and property management software to transition from old DOS based accounting program. Assisted in implementation and training on new software. Responsible for obtaining financing for new projects and investments for owner of company.

March 1996 – September 2000 **Shareholder/Vice President/Chief Financial Officer** Houston, Texas
Pryzant Management, Inc.
 Reviewed, updated and automated accounting procedures for a multi-family property management company. Supervised multi-family property managers in administrative areas. Developed human resource procedures, employee handbook and manual, and safety manual. Managed and prepared all financial and tax reporting, resulting in reduced annual accounting firm fees for tax return preparation and audits. Coordinated and administered all aspects of LIHTC compliance and reporting.

April 1995 – March 1996 **Controller / Chief Financial Officer** Houston, Texas
Pollock Electric, Inc.
 Responsible for all accounting and tax functions. Assisted with implementation and training for transition of new accounting, construction/job costing, accounts receivable and payable software. Resulted in 30% less down time than anticipated. Implementation and administration of 401(K) plan. Assisted with development of employee handbook, policies and employee safety manual.

December 1990 – March 1995 **Assistant Controller** Houston, Texas
Al's Formal Wear of Houston, Inc.
 Responsible for accounts receivable and general ledger functions. Coordinated tax return preparation of three corporations with the external accountants, and assisted with IRS audit and Texas sales tax audit. Prepared tax returns for small-related entities, and for trusts established by owners' of company. Assisted with inventory control, budgeting and financial statement analysis. Maintained relations with credit card and

check acceptance companies; negotiated contracts with them resulting in 30% savings in both areas.

June 1985 –
December 1990

Partner / Shareholder

Leon & Company / Paul K. Franks & Company, P.C. Houston, Texas
Established public accounting practice in 1985 and merged practice with Leon & Company in 1989. Directed and coordinated auditing, financial statement preparation, tax return preparation and consulting, litigation support services, and business consulting to clients.

February 1985 –
June 1985

Tax Senior - Emerging Business Tax Group

Price Waterhouse Coopers Houston, Texas
Seasonal Work. Prepared and reviewed individual, corporate and partnership returns. Developed pro-active responses to client proposed transactions and issues.

February 1981 –
February 1985

From Staff Accountant to Supervisor

Kalman, Phillips & Leon, P.C. Houston, Texas
In an office of 25 professional staff, assumed management level responsibility for client contact and supervision of engagements, ahead of peers. Resulted in hands-on experience with all facets of practice and high exposure to partner and manager level.

November 1980 –
January 1981

Controller

I.W. Marks Jewelers Houston, Texas
Supervised accounting functions; enhanced inventory control system, which resulted in more accurate recording system.

October 1979 –
November 1980

Staff Accountant

Blumberg, Lawrence & Lawrence, CPA's Houston, Texas
Coordinated client write-up services. Assisted in preparation of state and federal tax returns.

January 1979 –
October 1979

Staff Accountant

Wainoco Oil & Gas Company Houston, Texas
Provided management with partnership information, prepared monthly closing entries. Assisted with annual audit and preparation of annual and quarterly Securities and Exchange Commission filings.

PROFESSIONAL AND CIVIC ASSOCIATIONS

American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants
Houston Chapter of The Texas Society of Certified Public Accountants
Board Member - Brotherhood of Congregation Emanu El
Audit Committee – Jewish Community Center
Former Maccabi Team Houston Track Coach
Various committees at Congregation Emanu El
Former Secretary / Treasurer West Bellfort Property Owners Association
Former President - Brotherhood of Congregation Emanu El (1989 – 1990 and 2008 -2009)
Former Member of Board of Trustees at Congregation Emanu El
Treasurer East Montrose Civic Association (2005 – 2006)

INTERESTS

Running - completed the January 2001, January 1996 and January 1989
Houston Marathons; Downhill Snow Skiing; Reading

REFERENCES AVAILABLE UPON REQUEST