

Michael R. Putich, CPA
P.O. Drawer 22959
Hilton Head Island, SC 29925-2959
843-815-6161

Education

- Brigham Young University, Provo, UT - Bachelor of Arts, Communications (August 1988)
- Cleveland State University, Cleveland, OH – Accounting Coursework (January 1991 to October 1992)

Professional Experience

Robinson Grant & Co. P.A., Bluffton, SC (December 1999 to present)

President (October 2009 to present)

- Administer the day-to-day operations of the largest, locally-owned CPA firm in Beaufort County, SC.
- Prepare and maintain the books, financial records and management information of the firm.
- Oversee the human resource systems and functions.
- Maintain the firm's quality control program and standards.
- Oversee the determination of proper staffing levels to enable the firm to achieve its goals. Includes forecasting manpower requirements, recruiting, evaluating and motivating performance, etc.
- Review, evaluate and maintain adequate insurance levels on a consistent basis.
- Establish, communicate and enforce firm policies and procedures.

Stockholder (October 2006 to present)

Manager (October 2004 to present)

- Maintain and manage client relationships. Includes being responsible for the assignment of work and special projects to staff.
- Manage financial resources of firm through timely billing and collections.
- Actively promote and expand firm's client relationships by providing superior client service and through active participation in professional and community activities.
- Actively participate in management of firm by (1) attendance at monthly board meetings, (2) participating on firm committees, (3) developing firm policies and (4) direct supervision and evaluation of staff.
- Create and enforce policies, guidelines and procedures to enhance culture of firm and efficiency in firm production.
- Review tax returns and financial statement audit, review and compilation files prepared by staff.
- Serve as member of Robinson Grant's audit committee.

Staff Accountant (December 1999 to September 2004)

- Preparation of federal and state tax returns for individuals, businesses, not-for-profits and estates and trusts. Included also preparation of quarterly and annual payroll reporting.
- Performance of financial statement audits, reviews and compilations for not-for-profits and community associations. Included development of audit plan and implementation of audit procedures and internal control testing.
- Performed diversified accounting and tax assignments as needed by clients and/or partners. Included tax research, tax projections and monthly and annual accounting/bookkeeping work.
- Preparation of tax correspondence in response to tax notices received from Internal Revenue Service or state taxing authorities.

Saltz, Shamis & Goldfarb, Cleveland, OH (October 1994 to December 1999)**Staff Accountant (October 1994 to December 1999)**

- Prepared federal and state tax returns. Included analyzing client provided information for use in determining need for additional information.
- Performed financial statement audits, reviews and compilations for closely-held corporations.

Premier Industrial Corporation, Cleveland, OH (October 1992 to October 1994)**Staff Accountant (October 1992 to October 1994)**

- Assisted with preparation of monthly financial statements for Fortune 500 company. Included preparation of monthly journal entries and monthly account reconciliations.
- Converted financial statements for seven foreign subsidiary companies (Italy, Spain, Netherlands, United Kingdom, Belgium, Germany and Holland) into U.S. dollars for purposes of being consolidated into parent company financial statements.
- Assisted independent and internal auditors with workpaper preparation.

Mills Hall Walborn, Cleveland, OH (September 1988 to 1December 1990)**Assistant Account Executive (September 1988 to December 1990)**

- Assisted account executives with coordinating and executing advertising plans. Included ensuring that all goals and objectives of advertising plans were being completed timely.
- Performed, analyzed and documented market research for client presentations and for new business development purposes.
- Developed and executed strategies for new business development. Included preparation of presentation materials for new business meetings and developing new ways of prospecting.

Professional Credentials, Memberships and Service (past and present)

- Certified Public Accountant in South Carolina and Ohio
- Chartered Global Management Accountant
- Member - South Carolina Association of Certified Public Accountants
 - Executive Committee Member (Chairman, Immediate Past Chairman, Vice Chairman, Treasurer/Secretary)
 - Board Member
 - Board Liaison - Peer Review Committee
 - Chapter Officer (Chairman, Vice Chairman, Treasurer) - Sea Island Chapter
 - Member - Audit Committee
 - Member - Behavioral Standards Committee
- Member - American Institute of Certified Public Accountants
 - National Council Member
- Member - Community Associations Institute
- Finance Committee Chairperson – SC Chapter

Clubs and Community Service (past and present)

- Member - Rotary International (Bluffton Rotary Club, Hilton Head Rotary Club and Van Landingham Rotary Club)
 - Board Member
 - Treasurer
- Member - General Business Advisory Committee – Technical College of the Lowcountry
- Campaign Chairman – United Way of the Lowcountry (Bluffton, SC)
- Youth Advisor – Church of Jesus Christ of Latter-day Saints
- Parent Volunteer – Boy Scouts of America