

Sarah A. Juzek

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Exhibit SED SJ-1

EXPERIENCE: Oct 2014 – Present

Smugglers' Notch Management Co., Ltd. – Jeffersonville, VT

Financial Controller

- Responsible for all financial management daily operations, including ski area operations, food & beverage, year-round activities and programming
- Provide executives with customized financial data and give direction and suggestions on the reporting results
- Responsible for the development of the financial reconciliation process, including all balance sheet accounts and HOA financials in order to maintain accuracy of the financial records and compliance with GAAP
- Develop new policies, procedures and controls to mitigate risk throughout the company
- Enhance the accuracy of the profit planning process, review and critique departmental input for 37 departments
- Oversee homeowner association financials, including budgets and ownership fees for 41 associations
- Audit and review real estate development and sales (timeshare, fractional and full ownership)
- Oversee rental management, activity of the general ledger system and related applications, including upgrades to software systems
- Manage 9 employees

Jan 2005 – Oct 2014

Finance Manager

- Prepare, review and analyze all daily, monthly and annual financial statements
- Monitor company cash flow daily and make appropriate transfers between bank accounts
- Prepare analytical support to managers & directors in preparing budgets, forecasts and other requests as needed
- Work with managers and directors to prepare capital improvements
- Assist in coordination of internal control and error detection processes
- Assist in documentation of established procedures, and makes recommendations for improvements
- Participate as a member of subcommittees which address specific operational issue and long-term vision
- Coordinate the compile of information for the year-end audit and assist auditors in preparation of year end audit schedules
- Perform daily audits and integrations of the Resort operational computer software systems into the general ledger system
- Coordinate, audit and report on the physical inventory counts for Retail, Rental, Maintenance and Housekeeping
- Prepare annual reports for Smugglers' Notch Water and Cable companies, plus prepare annual state lease audit
- Communicate with home owners and provide information and reporting as requested
- Audit and review all sales submitted by the Real Estate department for accuracy and completeness
- Bill commissions earned under retail tenant agreements

Aug 2004 – Jan 2005

Burton Snowboards – Burlington, VT

Financial Analyst

- Create, maintain, and improve Global Budget & Forecast modeling and exhibit presentations of Profit & Loss
- Prepare Budget templates: Overhead, General and Administrative Expenses and Other Income and Expenses
- Maintain Global Profitability Analysis (PA) infrastructure including Depreciation and Overhead absorption
- Determine global inventory values and year-end write down projections
- Coordinate Data Integrity Review as scheduled for Budget & Forecast version copies & Material Master loads
- Generate PA reporting and tools to track weekly changes and Pricing Tools for Product and Sales
- Analyze Product Stream Profit and Loss, PA change, Return on Investment, Expense Summaries, Variance Reporting and Capital Expenditures
- Train Budget Managers, Business Unit Directors, and Sales Managers on budget template data entry, uploading information into SAP and variance reporting process
- Answer questions related to financial data and tools for ad hoc training and support

May 2001 – Aug 2004

Accountant

- Prepare tax depreciation schedules for the Corporate Tax Return, including bonus depreciation
- Perform and assist with SAP upgrades, enhancements, documentation and testing
- Maintain global fixed asset reporting system and provide and record patent and trademark data for capitalization
- Independently conduct the Year End Inventory Write Down for all materials globally
- Maintain all accounting and inventory records for Factory Stores in Vermont, Massachusetts and Oregon
- Independently prepare and analyze global financial statements monthly
- Complete Sales and Use Tax Returns for Burton Corporation and Subsidiaries
- Process and reconcile royalty payments to team riders, and monitor commission reporting payment and reserves
- Assist with annual audit by PricewaterhouseCoopers and other audits with the IRS and State of Vermont

Oct 1999 – May 2001 ***Mt. Mansfield Company, Inc. DBA: Stowe Mountain Resort – Stowe, VT***
Senior Accountant

- Participate in the weekly closing process, including reconciliations, reoccurring entries, and report generation
- Create and design automated spreadsheets and advanced databases used for information analysis and presentation
- Execute fixed asset accounting
- Report Sales, Use, Rooms and Meals Tax to the State of Vermont
- Act as primary backup to Controller and resource person for other positions in the accounting department
- Assist with annual audit by American International Group, Inc.

EDUCATION:

Champlain College – Bachelor of Science Degree in Accounting

Volunteered with the IRS assisting the college and local communities with tax returns.

Plymouth State College –Transferred to Champlain College

COMPUTER SKILLS:Microsoft Office Suite: Advanced Excel, Word, Access & Outlook, ADP Payroll Software: E-time & PC Payroll for Windows, Crystal Reports, FAS Asset Accounting, IBM Client Access AS/400 Applications: Integral, Lodging Management System (LMS), SE Workstation, ProComm Plus, Word Perfect, Peachtree, Software Application and Programs (SAP), IXOS – eCON Desktop – Logistics Invoice Verification, Business Warehouse (BW), Retail Pro, Counterpoint, Dennemeyer (Database for Patents and Trademarks), Info Pak, Quicken, Hyperion, Great Plains, FRx, Resort Suite, File Maker Pro, Management Reporter, HotSOS, CheckSCM, Adobe Acrobat X Pro, Jet Reports

PERSONAL SKILLS: Highly developed analytical and problem solving skills, strong interpersonal communication and report writing abilities, highly motivated, self-directed, detail oriented, highly organized, dedicated, reliable, and a results driven team player

REFERENCES:

Available upon request