

# DAVID MEDINA

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## PROFESSIONAL SUMMARY

As a multi-skilled Finance Specialist with over 27 years of experience, I excel in financial analysis, financial data and budgeting to drive strategic decision-making and optimize profitability. I have a proven track record of implementing financial controls which result in ensuring compliance and efficiency. By translating financial data into actionable insights, I empower leadership to make informed decisions which propels growth and ensures long-term financial health.

## EXPERIENCE

### Senior Finance Manager/AP Analyst

September 2007-April 2024

#### National Basketball Association, New York

- Responsible for management, accuracy and comprehensiveness of the Legal & Player Health Department's invoices, budgets and expenses, including budget tracking for various business categories and business planning; reducing errors by ~20%
- Processed a high volume of invoices (2000+) for the Legal & Player Health departments which includes the Intellectual Property department (trademark registrations and enforcement issues)
- Spearheaded and led the implementation of Thomson Reuter's Legal Tracker, an e-invoicing and budgeting platform, for the Legal Department; managed and maintained the platform; produced savings of ~10% per year
- Managed all global vendor relationships (100+ multinational firms), including solving for payment and invoicing issues
- Oversaw and managed the monthly and fiscal year close for the Legal & Player Health departments

### Assistant Director of Accounting

February 2002-September 2007

#### Cooney Waters Group, New York

- Responsible for management of more than 20 client accounts, including billing, invoicing, budgets and reconciliations
- Prepare monthly client invoices and budget trackers
- Produce monthly agency-wide time reports for CEO

### Accounting Clerk

April 1999-October 2001

#### Magnet Communications, New York

- Managed accounts payable, including payment of vendors and petty cash
- Prepared monthly client invoices and budget trackers
- Responsible for reconciliation of balance sheet accounts

## COMPETENCIES

Financial Analysis | Process Improvement | Financial Reporting | Communication | Detail Oriented

## EDUCATION

### Bachelor of Science, Communications

05/1997

State University of New York - Brockport

## LANGUAGES

- Spanish