

**Rachel D. Brown, C.P.A.**  
*Business Operations Manager*

**EDUCATION**

B.S., cum laude Huntington  
University  
Majors: Accounting &  
Economics 1996

**CPA Exam**

Passed 1999

**Business Operations Manager Experience**

Ms. Brown supervises all accounting functions, two assistants, and is responsible for reporting to ownership, preparing financial statements and various reports for management as requested. She is also responsible for the general operation of the business-- human resources, insurance (employee and business), tax reporting and general business issues.

**Small Business Consulting Experience**

She has also worked for existing small businesses and not-for-profits as an independent consultant; answering various accounting and tax questions, performing analysis and forecasting on financial data at the request of oversight Boards, preparing financial statements and tax returns.