

General Information

Board/Commission and seat you are seeking:
Accountancy Board, CPA/PA

Additional Boards/Commissions of interest:
None

State Boards/Commissions on which you have served:
None

First Name	Middle Name	Last Name
Donald		Vieira

Conflict of Interest

Full disclosure of personal financial data under AS 39.50.010 is required for certain boards and commissions. Are you willing to provide this information if required for the board or commission which you are applying?
Yes

Service in a public office is a public trust. The Ethics Act (AS 39.52.110) prohibits substantial and material conflicts of interest. Is it possible that you or any member of your family will benefit financially by decisions to be made by the board or commission for which you are applying? If you answer 'yes' to this question you MUST explain the potential financial benefit.
No

Please explain the potential financial benefit

Employment History

Employment work history including paid, unpaid, or voluntary.

3 years owner of CPA firm in MatSu Borough

5 years as auditor in Anchorage CPA firm

23.5 years service in USAF

Education, Training, Experience & Qualifications

List both formal and informal education and training experiences:

BA, Management, Peru State College

BS, Accounting, Peru State College

MA, Organizational Management, George Washington University

List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

CPA 2708 2/7/14

List any community service, municipal government, and state positions held, and any awards received.

6 years Rotary member. 3 of those served as Treasurer.

Conviction Record

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years?
No

Conviction Circumstances

Certification of Accuracy & Completeness

By submitting this online application, I swear the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.

Type "I certify"
"I certify"

Resume Addendum:

[Redacted]

[Redacted]

[Redacted]

SKILLS SUMMARY

Tax Planning
Auditing

Financial Reporting
Financial Management

Information Technology
Training

EDUCATION

- ✓ **Bachelor of Science, Accounting**, 05/2010, Peru State College, Peru, Nebraska
 - ✓ **Master of Arts, Organizational Management**, 05/2001, George Washington University, Washington, D.C.
 - ✓ **Bachelor of Technology, Management**, 08/1993, Peru State College, Peru, Nebraska
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SELECTED ACCOMPLISHMENTS**Accounting**

- Created new accounting firm from scratch. Built reputation in local community which now consistently produces new referrals for business.
- Progressed from unlicensed staff accountant to licensed partner in accounting firm in 4 years.
- Executed multiple financial statement reviews and audits. Responsible for “cradle to grave” production. Completed risk assessment, audit planning, field work, office work, checklist completion, tax preparation, preparation of the financial statements, and presentation of final product to clients.
- Reviewed the work of other partners’ financial statement audits of not-for-profit entities.

Information Technology

- Implemented paperless work flow for accounting firm. Maximize use of secure file exchange, and electronic filing/processing opportunities. Advanced abilities with MS Excel, Word, and Outlook.
- Developed concept and requirements for an automated Integrated Air Defense System computer emulation. Presented idea to USAF requirements team, who directed software developer to develop and incorporate functionality into simulation software.
- Developed/maintained all scenarios used in the Elmendorf AWACS Mission Training Center. Restored all scenarios to full utility after software upgrades. Upgraded scenario fidelity as new software enhancements occurred.

Project Management

- Design and implement new product lines for accounting firm operation. Successfully completed two years of operation with no late filings.
- Formulated policy, guidance, and oversight of \$100 million simulation environment software development; directed the allocation of \$5.6 million budget for fiscal year 2001.
- Negotiated memorandum of agreement resolving conflicting roles and expectations between agencies providing simulation models and threat generators, paving the way for project completion.

EMPLOYMENT HISTORY**Centinel Pacific Accounting**, Palmer, Alaska

7/2016 – Present

OWNER/ACCOUNTANT

- ✓ Duties – Preparation of financial statements for small to medium-sized companies. Preparation of income tax returns for corporate, individual, partnership, fiduciary and non-profit clients. Provide financial insight through consulting engagements. Manage payroll and monitor financial records for clients.
- ✓ Results – Grew revenue by \$150,000 per year in first three years of company while holding expenses steady.

MatSu College, University of Alaska, Palmer, Alaska

9/2017 – Present

ADJUNCT FACULTY

- ✓ Duties – Provide college instruction to class sizes of 10 to 15 people. Instruct students in Financial Accounting (A201) and Income Tax Preparation (A211). Classes are evening meetings, one day per week, per course.

Stevens, Reppel, Saur, & Vieira, Anchorage, Alaska

1/2012 – 5/2016

ACCOUNTANT

- ✓ Duties – Preparation of audited, reviewed, and compiled financial statements for small to medium-sized companies. Plan, organize, and conduct field work for financial statement services at client work centers. Preparation of income tax returns for corporate, individual, partnership, fiduciary and non-profit clients.
- ✓ Results – Provided management suggestions to several clients in rural Alaska, which directly led to their transformation from unprofitable to profitable entities. Shareholder satisfaction with the boards of directors improved.

CTSC, LLC, Elmendorf AFB, Alaska

7/2005 – 6/2011

INSTRUCTOR

- ✓ Duties – Lead developer and instructor, Assistant Program Manager. Instruct students in the Airborne Warning and Control System simulator through various scenarios, from basic to advanced degrees of difficulty. Provide detailed evaluation of student performance and recommend additional training when necessary. Conduct classroom instruction on a variety of subjects.

3rd Wing, Elmendorf AFB, Alaska

6/2001 – 7/2005

DEPUTY CHIEF, WING PLANS; Program Manager; Supervisor

- ✓ Duties – Reviewed and updated Operational Plans; Managed Battle Cab (Crisis Response Center) during crises and exercises; Built and delivered presentations to senior leadership.

ASSISTANT DIRECTOR OF OPERATIONS; Operations Manager; Human Resources Manager

- ✓ Duties – Managed the operation of two E-3 Sentry aircraft and 5 crews (130 people); Managed local duty assignments; Set goals and monitored progress for squadron operations branch.