

**STEVEN A. JORDAN**  
**CERTIFIED PUBLIC ACCOUNTANT**

~ EDUCATION ~

**Collegiate**

Gonzaga University; B.A. Business Concentration in Accounting and Finance 2005-2009

~ CERTIFICATES AND LICENSES ~

❖	Certified Public Accountant	(CPA)	6 May 2010
❖	Certified Fraud Examiner	(CFE)	30 May 2018
❖	Certified Government Auditing Professional	(CGAP)	18 Dec 2011
❖	Certification in Risk Management Assurance	(CRMA)	25 Apr 2012
❖	Certified Internal Controls Auditor	(CICA)	19 June 2013
❖	DOD Internal Auditor (Military)	(ASI 6T)	2 Feb 2010
❖	[IRS] Enrolled Agent (expired)	(EA)	9 Feb 2009
❖	DOD FM Certification Level 3	(DoDFM3)	29 Dec 2017

~ WORK HISTORY ~

<b>Organization</b>	<b>Position(s)</b>	<b>Date</b>
USACE	Internal Review	Oct18-Current
AKARNG	Internal Review	Sep14-Oct18
JTF- GTMO	J8 Director	Mar14-Sep14
JTF-GTMO	Comptroller	Oct 13- Mar 14
AKARNG	Internal Review	Jun 09-Oct 13
Archdiocese of Spokane	Compliance Auditor	Jan 09 to May 09
Vita Tax Aid (volunteer)	Tax Preparer	Dec 09 to Apr 10

~ DEVELOPMENTAL TRAINING ~

**Additional Accounting Training:**, Securities law, Accounting for Derivatives and Hedges, Accounting for Real Property Transactions, Long-Term Projects - Real Property (Accounting for WIP), Project Cost Controls I, Automated Internal Controls. Real Property Acquisition and Disposition. Transition to and compliance with IFRS, Sarbanes – Oxley compliance. Fraud Detection measures and methods, Fraud prevention and detection, Risk Management and Assurance I and II, Statistical sampling and Data Mining. Federal Grants and Cooperative Agreements, Fiscal Law

**Governmental:** Fiscal Law (I, II, & III) Cooperative Agreements. Federal Financial management

**Contracting:** Simplified Acquisition Procedures, Acquisitions, Disputes and Modifications, Construction Contracting, Contract Cost Controls, Accounting for Capital Projects

References available upon request

## **APPLICABLE WORK EXPERIENCE (Detailed)**

**JOB TITLE:** Supervisory Auditor (0511 series)

**Organization:** Internal Review (US Army Corps of Engineers) (Full Time)

Current Supervisor LTC Bloedel, Penny (907) 753-2505

**Start:** 1 Oct 2016 to Current

### **DUTIES**

- Performed and supervised all aspects of audit, attestation, and assurance services to include: Identifying, researching, and providing analysis of issues for the US Army Corps of Engineers Alaska and Japan divisions. Elements of this job include: regulatory analysis and compliance, contract and cooperative agreement review, program operation analysis, general investigation and investigation support, litigation support for claims against the government, and fiscal reviews for security clearances
- Advised management on methods to improve the effectiveness of personal management, fiscal planning, and administrative support programs as well as resource utilization, and other internal command issues.
- Responsible for Planning, directing, coordinating & reviewing IR operations.
- Prepared responses to audit reports, interpret inspection findings, policy briefs, identify trends, and white papers that present findings and recommendations or provide information for executive decision and action
- Develop and manage a risk assessment program, using various key quantitative and qualitative data points to enable command to more efficiently manage the high-risk areas
- Determines if the audit is adequate to protect government interests and that recommendations proposed provide an acceptable and attainable solution. Make adjustments as appropriate & finalize audit findings and conclusions.
- Independently managed workload and priorities to respond to unforeseen demands.
- Provide technical oversight and review of high-risk programs to identify issues
- Review and Researched anti-deficiency violation(s), fraudulent activities and legal violations. Acted as a subject matter whiteness for fraud cases resulting in the fraudsters being tried and convicted in federal court
- Provide guidance, training, pre-inspections, and assistance to various programs within the USACE to help end users ensure compliance with their respective tasks and missions.

**JOB TITLE:** Senior Auditor (0511 series)

**Organization:** Internal Review (Alaska Army National Guard) (Full Time)

**Start:** 8 Oct 2014 to 30 September 2018

## **DUTIES**

- Performed and supervised all aspects of audit, attestation, and assurance services to include: Identifying, researching, and providing analysis of issues for the Alaska National Guard. Elements of this job include: regulatory analysis and compliance, contract and cooperative agreement review, program operation analysis, general investigation and investigation support, litigation support for claims against the government, and fiscal reviews for security clearances
- Advised senior management on methods to improve the effectiveness of personal management, fiscal planning, and administrative support programs as well as resource utilization, and other internal command issues.
- Used knowledge of analytical and evaluation methods to review data, inputs, plan, organize and conduct reviews, audits, attestations with undefined scopes to develop detailed functional user requirements to ensure compliance with federal regulations and at the program, major subordinate unit and entity level.
- Prepared responses to audit reports, interpret inspection findings, policy briefs, identify trends, and white papers that present findings and recommendations or provide information for executive decision and action
- Develop and manage a risk assessment program, using various key quantitative and qualitative data points to enable command to more efficiently manage the high-risk areas
- Supervised staff including; organizing workloads, balancing the interests and needs of internal and external customers,
- Independently managed workload and priorities to respond to unforeseen demands.
- Responsible for maintaining staffing program for USPFO-IR including recruitment, career promotion, temporary actions, and reassignments
- Inspected documents for accuracy and compliance, developing findings and prepared reports for action.
- Provide technical oversight and review of high-risk programs to identify issues, resulting in the establishment and implementation of corrective action plans.
- Anticipate and identify potential or actual problems relating to the achievement of corrective action plans and help establish control measures to ensure timely compliance with regulatory guidance.
- Review and Researched anti-deficiency violation(s), fraudulent activities and legal violations. Acted as a subject matter whitensess for fraud cases resulting in the fraudsters being tried and convicted in federal court
- Provide guidance, training, pre-inspections, and assistance to various programs within the AKARNG to help end users ensure compliance with their respective tasks and missions.

**JOB TITLE(s):**

Acting J8 Director (Financial Services) 7 months

**Organization:** Joint Task Force Guantanamo

**Start:** 1 Oct 2014      **End:** 28 Sept 2015

**DUTIES**

- Responsible for management of 87M JTF-GTMO mission operations budgets 39M in Office of Military Commissions (OMC-South) 176M in pay accounts
- Managed 17 personal: nine accounting staff, six contracting and procurement specialists, two inbound logistics and four supply specialists.
- Responsible for monthly financial reporting of JTF-GTMO activities to SOUTHCOM and quarterly reports to the senate armed services oversight subcommittee.
- Regularly briefed General Officers and Congressional Delegates on financial operations at JTF-GTMO to ensure transparency
- Served as the financial point of contact for Naval Station GTMO real property Development(s) through NAFAC-LANT.
- Responsible for managing funds associated with all real property maintenance on Naval Station GTMO 1386 buildings ranging from single-family homes to desalinization plants
- Operated as the technical authority of financial operations for JTF-GTMO and OMC-South
- Appointed duties as a supervisory Chief of Contracting: Obtained required pre-award surveys, audits, field pricing reports
- Assisted in negotiation for annual 1.2B Fuels program for the Sothern Atlantic Fleet (USN) and USCG vessels assigned in the central Caribbean.
- Acted as the financial administration Contracts Officer representative for Base Utility Services (BUS) contracts (desalinization, wastewater, diesel generators, solar installation, and windmill maintenance)
- Carried out highly complex multi-agency projects and missions which required prudent judgment and resourcefulness.
- Identified alternatives to multi-agency issues and negotiated on behalf of JTF-GTMO on several key issues.
- Monitored legislative, regulatory and policy initiatives affecting operations and major infrastructure improvements.

**JOB TITLE(s):**

Acting JTF-GTMO Comptroller / J8 Deputy Director 5 months

**Organization:** Joint Task Force Guantanamo

**Start:** 1 Oct 2014      **End:** 28 Sept 2015

**DUTIES**

- Responsible for the funds processing and administration of 87M JTF-GTMO mission operations budgets 39M in Office of Military Commissions (OMC-South) 176M in pay accounts;
- As the JTF-GTMO Comptroller / J8 Deputy Director I managed, oversaw, review and was accountable for the performance of eight Accounting Staff of six military personnel two civil service accounting personnel
- Automated Purchase Request process across JTF GTMO, resulting in PR processing time being reduced by 14 days per transaction, saving thousands of labor hours
- Directly Managed Biweekly Program Budget Advisory Committee (PBAC) for the highly scrutinized series of accounts for JTF-GTMO consisting of 87M and 39M in OMC accounts
- Evaluated multi-agency processes and identified system trends which impacted operations
- Streamed lined accounting functions by implementing automated systems and updating procedures to integrate technology into operations. These actions reduced excessive workload, resulting in saving over 2500 labor hours per year.
- Briefed General Officers and Congressional Delegates on financial operations at JTF-GTMO to ensure transparency
- Managed accounts had an obligation rate of 99.75 and an execution rate of 98.22%
- Prepared budgets using “1- End” list to consolidate the next three years planned financial obligations into a cohesive spend plan for future years
- Analyzed complex federal cooperative agreements for broad scope social service programs
- Extensively utilized statistically based audit methods along with querying data for unique audit situations.

**JOB TITLE:** Auditor

**Organization:** Internal Review (Alaska Army National Guard) (Full Time)

**Start:** 13 June 2009 - 1 Oct 2014

## **DUTIES**

- Performed all aspects of audit, attestation, and assurance services to include: Identifying, researching, and providing analysis of issues for the Alaska National Guard. The most critical elements of this job include: regulatory analysis, contract and cooperative agreement review, program operation analysis; and litigation support
- Ensure compliance with federal regulations and at the program, subordinate unit, and entity level.
- Prepared detailed Audit reports for each activity of a program audit
- Interpreted and evaluated applicable laws, regulations, operating policies, and professional practice standards against actual procedures to develop program risk assessments.
- Prepare Audit reports, policy briefs, and white papers that present findings and recommendations or provide information for executive decision and action
- Regularly presented senior level command briefings over
- Researched fraudulent activities and legal violations in operational programs.
- Acted as a key subject matter whiteness for fraud cases resulting in the fraudsters being tried and convicted in federal court
- Provide technical oversight and review of programs to identify issues resulting in the establishment and implementation of corrective action plans.
- Calculate command risks and action plans and improve implementation of Actions plans within the organization. Anticipated and identified potential or actual problems relating to the achievement of implementation plans for various program, and help establish control measures to ensure compliance with regulatory guidelines
- Performed complex contracts audits determine compliance with federal agreements
- Review and research anti-deficiency violation(s)
- Maintained appropriate work paper files for each assignment, including legal support papers and documentation
- Conducted a verity of audits and fact-finding assignments to provide command recommendations, suggested operational improvements, policies or other solutions.
- Identified patterns and trends to assist in analyzing audit information
- Complied with guidelines for auditing highly regulated government contracts and cost sharing agreements
- Audited government contracts which had conflicting and often ambiguous regulations, utilizing the most authoritative guidance interpreted intent to help develop an opinion
- Used knowledge of analytical and evaluation methods to review data, inputs, plan, organize and conduct reviews, audits, attestations with undefined scopes to develop detailed functional user requirements.

**United States Army**

(Army National Guard, Part Time 2006-2015)

**Organization:** Army National Guard

**Start:** 1 May 2004    **End:** 15 May 2015

**Positions Held:** Battalion S3 ( Operations officer ) Acting Brigade S5 (FU-OPS), Brigade Maneuver Liaison, Battalion S4 (supply), Brigade Assistant S5 ( FU-OPS), Acting Company Commander, Executive Officer, Squadron Assistants S3, Insertions & Extractions OIC, Platoon Leader, Team leader, Infantryman

**Army related training:** Basic training, advanced individual training (infantry), Basic noncommissioned officer course, mountain warfare course summer, mountain warfare course winter, Leadership assessment development course, Basic officer leadership course, Striker leader course, Mortar leader course, Military Auditor and financial assessment course, Maneuver captain career course, Military Police captain career course

Highlights of National Guard service:

- Company Commander of B Troop for nineteen months including 4 at periods one of which was a three week AT period in Germany. I was responsible for the discipline, readiness and training for 46 Cavalry Scouts and four administrative personnel as well as overseeing maintenance of the company's equipment. I provided leadership guidance and mentorship to two junior officers, NCO's and soldiers. Responsible for 14.6 million dollars of Federal equipment.
- AS3 and S3 for the 297<sup>th</sup> MP battalion 22 months: I was responsible for coordinating training for 219 soldiers, working with federal and state law enforcement to assisting in criminal investigations involving national guardsman's
- As the acting S5 planner for the 297<sup>th</sup> BFSB, I led a team of seven junior officers and senior enlisted personal in the planning and condition of Alaska's involvement in a multi-state training exercise over four months with a two-week culminating event. The training exercise incorporated various assets in a joint environment such as heavy and light lift aircraft, and rotary wing assets in conjunctions heavy and light maneuver assets and artillery operating across multiple battle spaces to accomplish "a strategic level tactical exercise." The Exercise focused on the mustering (consolidation of troops), logistical support, operations planning, evaluations, tactical problems, deploying assets into new battle space, deconsolidation and recovery.
- Over the course of seven months, I led a staff of five personnel to develop the primary operations and coordinated logistics efforts for a 29-day Brigade Field Training Exercise (FTX) at Gawain Field Idaho
- Assisted in current operation planning for a cavalry squadron and was selected above peers to act as the deputy brigaded planner
- Insertions & Extractions OIC: I planned and coordinated the use of multiple platforms to include jumping from light, and heavy lift fix wing airframes and maneuvering via rotary wing frames for the insertion and extraction LRS teams. Our spectrum of operations covered 18 lift exercises, one real world avalanche recovery mission, and one search and rescue

**JOB TITLE:** Compliance Auditor\_(Part Time)

**Organization:** Archdiocese of Spokane

**Position:** Compliance Specialist (Part Time)

**Supervisors:** Reported to GAO auditors and board of directors for Jesuit House

**Locations worked:** performed duties at several locations across the greater Spokane area.

3 Jan 2009 -10 May 2009

**DUTIES:**

- Independently planned and supervised auditors on a verity of audit investigations and fact-finding assignments to determine compliance with federal grants regulations and non-profit better business practices.
- Managed an audit team of consisting of 3-5 graduate level accountants in a variety of highly complex accounting issues
- Developed audit plans for the analysis of the overall operations and, multiple subordinate programs that are highly sensitive
- Expanded audit programs for a broad range of auxiliary programs with independent operational and accounting systems
- Developed alternative auditing methods and procedures to resolve an assortment of sophisticated audit issues
- Compiled appropriate accounting and audit documentation within Washington State and US Federal laws.
- Analyzed complex federal cooperative agreements for broad scope social service programs
- Extensively utilized statistically based audit methods along with querying data for unique audit situations.
- Utilized judgment and creativity to develop operating procedures that would allow compliance with regulations while maintaining the integrity of the organization
- Advised other auditors on applications of accounting principles and general accounting practices
- Reviewed work performed by the audit team before submission to Government Accountability Auditors.
- Detected and corrected material mistakes in various complex accounting areas, requiring a thorough legal and technical knowledge
- Utilized my knowledge of accounting and auditing theories, practices, techniques and standards to perform multiple tasks

**JOB: Independent Public Accounting and Entrepreneurial Endeavors “side work”**

Outside of my federal job I have successfully established myself as an accounting and finance based consultant, who provided actionable solutions the operational needs of the business. Offering 10 years of experience in maintaining and building on individual professionals and businesses core competencies. I have served as a key advisor to high wealth individuals, executive teams, and small business owners helping formulate the strategic direction and devising business development initiatives consistent with their overall strategies. I am currently an active advisor for a closely held real-estate investment trust (REIT) , and four other business; a retail exotic fish and coral store, commercial fish tank maintenance company, aviation ground service equipment company, and Aviation Research & Development company. These companies provide employment to over 34 Alaskans, and manage 531,000 SF of commercial warehouse space, and 216,000 SF retail space. Some of my specific accomplishments include:

- Started Several business entities:
  - Tax preparation practice with over 120 clients. I sold the business in 2013 due to a deployment,
  - Property management / inspection business sold 2015 to a limited partner
- Advised several high wealth individuals during 2009-2010 financial crisis and December 2017 market adjustment. Mitigating losses due to reallocation of their portfolios. During the 2017 recession all three client posted an average of 3.5% monthly gain while the market lost over 12% in in a two month period.
- Prepared individual, trust, nonprofit reporting, and corporate taxes
- Audit non-profits and religiously affiliated 501(C3) entities for regulatory compliance
- Worked on business valuation projects for companies with net assets over 5 million.
- Assisted several mergers and acquisitions resulting in significantly increased equity positions, or a strategic market position
- Act as a key advisor to a closely held Real Estate Investment Trust (REIT)
- Participated in multi-legged 1031 exchanges involving commercial property, and real states.
- Acted as part of a team of experts on a due diligence engagements for purchasing commercial buildings
- Developed proposals and reviewed bids for contracts