

Jordan Mawson

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Education

1999 BS University of Nebraska Lincoln
Major in Business Administration-Accounting

Professional Experience

Finance and Operations Director, Gretchen Swanson Center for Nutrition
Omaha, NE | May 2021 – Present

- Serve as a leader by motivating, guiding, developing, and providing feedback and recognition to direct reports
- Develop fiscal year budgets in collaboration with the Executive Director and Associate Director
- Manage accounting processes by reconciling bank statements, allocating expenses, entering data into accounting software, generating statements, and creating journal entries for accounts receivable, deferred revenue, and revenue earned.
- Communicate with auditors and state and federal entities
- Prepare, review and file all required tax documents
- Guide invoice preparation and oversee account payables and account receivables
- Present financial information to the Board of Directs and Finance Committee
- Oversee the Gretchen Swanson Center’s 401k Plan
- Evaluate and make recommendations on all organizational benefit plans
- Oversee updates of the Gretchen Swanson Center’s Strategic Plan, Team Operating Model, and Employee Handbook
- Ensure compliance with state and federal labor laws
- Guide the Gretchen Swanson Center’s electronic filing system for business-related documents

Director of Accounting Services (November 2019 – May 2021)

Director of Tax and Accounting (September 2015 – November 2019)

Director of Tax Compliance and Payroll (January 2012 – September 2015)

Tax Compliance Supervisor (October 2008 – January 2012)

Tax Accountant/Analyst (February 2001 – October 2008),

Woodmen of the World Life Insurance Society | Omaha, NE

- Led all areas of accounting, including financial planning and analysis, tax, payroll, accounts payable, accounts receivable and accounting operations
- Ensured all state and federal deadlines are met for all organizational filings
- Served as the point of contact for all external audits

- Contributed to all organizational projects from an accounting perspective
- Successfully implemented a cloud based information reporting system
- Performed review and signed all tax filings
- Prepared, reviewed and submitted annual budgets for the accounting departments
- Managed the information reporting program of over 300,000 information returns
- Provided support and guidance for all associates in a remote workforce
- Analyzed, reviewed and disseminated relevant tax law changes
- Guided vendor selection for a new human capital management system
- Oversaw the annual statement preparation
- Served as a member of the enterprise risk committee

Accountant/Intern, AccuTech Solutions, Inc.
Omaha, NE | March 1999 – January 2001

- Assisted with a business plan and business entity formation
- Developed brand identity, including logo, website, letterhead, sales collateral, etc.
- Created social media content

Training and Affiliations

Downtown Omaha YMCA Board of Directors
ICAN Defining Leadership - Graduate
ICAN IMPACT - Graduate

Technical Proficiencies

Microsoft Office Suite
CCH IntelliConnect
RIA Checkpoint
INFOR Lawson Financial and HR Suite
OneSource Tax Information Reporting