

JOCELYN BRETNEY

SUMMARY

A Financial Professional with more than 25 years extensive experience in financial analysis, cash management, cash forecasting, government filings, and financial reporting of retirement and welfare benefit plans. Possess strong technical, multi-tasking skills, with ability to thrive in a fast paced, high-pressure environment.

Our Lady of Guadalupe Catholic Church, Hermosa Beach, California

Member / Parishioner since 1987

Volunteered / Served in following ministries: Counted collections, Homebound / Eucharistic Minister, Sacristan, Martha Ministry, Greeter, Lector, Hand 'N Hand 2013 - Current

St. Elizabeth of the Trinity, Order of Discalced Carmelite Seculars (Third Order), Long Beach, CA

President 2017 to current.

EXPERIENCE

Cetera Financial Group, El Segundo, California

Second-largest independent financial advisor network in the nation by number of advisors, as well as a leading provider of retail services to the investment programs of banks and credit unions.

Lead, Accounting Specialist, El Segundo, California

2010 - 2016

Responsible with the overall operations of Accounts Payable, processing expense reports, vendor invoices, and payments. Upload journal entries, re-class of expenses to General Ledger.

BT AMERICAS, INC. (formerly Infonet Services Corporation)

1991 - 2010

One of the world's leading providers of communications solutions and services, operating in 170 countries with revenues more than \$30 billion.

Treasury Analyst, El Segundo, California

2005 – 2010

Managed cash flow and funding requirements of all US and Latin American entities ranging from \$3 to \$30 million per day. Compiled, reviewed, and monitored daily bank balance activities. Routinely submitted short and long term cash forecasts of consolidated entities to BT Group Treasury. Initiated wire transfer payments, electronic fund transfers, and foreign exchange trades as required. Documented and managed bank account closure procedures as business units' accounts were combined to a single banking entity.

- Prepared the Cash Activity Report of all consolidated entities to facilitate cash forecasting and optimize cash position.
- Carried out a smooth transition of Treasury functions from Infonet to BTAmericas, including duties formerly assigned to three people.
- Managed the monthly settlement of revenue sharing with company subsidiaries and affiliates
- Conducted a Direct Debit Project which streamlined the tax payments of all BT US entities to corresponding tax jurisdictions.
- Proactively resolved potential treasury issues, such as bank fee charges and errors of uploaded payment files.

Financial Analyst, El Segundo, California

1991 - 2005

Administered retirement plan accounting of benefit plans and ensured compliance with IRS yearly contributions limits. Worked with external auditors and coordinated the annual audits of qualified retirement plans from preparation of audit work papers, submission of financial statements, and filing of IRS Form 5500. Administered the financial accounting and reporting of transactions of the Infonet Deferred Income Plan, an unqualified Executive Deferred Plan.

- Developed and implemented a streamlined audit work process of retirement and welfare benefit plans.
- Conducted a feasibility study as to possibility of establishing a West Coast Lock Box to enhance cash flow.
- Provided team leadership in the outsourcing of payroll processing.
- Compiled the necessary tax information for completion and timely filing of Infonet Deferred Income Plan.
- Ensured Treasury Department's compliance with Sarbanes-Oxley directives.

EDUCATION

PEPPERDINE UNIVERSITY

Bachelor of Science in Business Administration

AWARDS

President's Club Award, Infonet Services Corporation Achievement Award, Infonet Services Corporation