

# MICHAEL D. SPORER

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## SUMMARY

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Seasoned business professional having worked as Chief Financial Officer, Consultant, and Facilitator with a deep and varied skill-set.

## SKILLS

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Business, Technology, Design, Leadership, Project Management

- Accounting, budgeting, financial records, financial reporting
- Internal and external auditing
- Insurance, HR, employee benefits, payroll operations, contract negotiations
- Accounts receivables and payables
- Technology deployment
- Process development, forms, paperwork reduction
- Project management, fixed assets

Other Skills

- Working knowledge of Continuous Process Improvement
- Advanced level Microsoft Excel, Microsoft Office, Adobe products

## EXPERIENCE

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1976-2012

Chief Financial Officer, Career *Technology Center of Lackawanna County*

- CFO and Business Office Team maintained 5 years of State, Federal, and Local Audits with no significant findings or questioned costs.
- CFO and Business Office Team reduced waste in the material and supply procurement processes, accomplishing 40% waste reduction using LEAN process and continuous improvement mind-set.
- CFO and Business Office Team reduced waste in the banking and depository work flow by approx. 30% by utilizing school-specific trust banking systems which increased interest received significantly.
- Instituted a "Procurement Card" process with zero interest plus financial incentives for use of product.
- Instituted a paperwork reduction process that reduced paper by 95%.
- Spearheaded a complete overhaul of Board and School Policies.
- Assisted in preliminary work on a facility renovation project.

- 2002-2012 Continuing Education Coordinator, *Career Technology Center of Lackawanna County*
  - Oversee programs, collect tuition, coordinate new programs, recordkeeping
- 2004-2011 QuickBooks Instructor, *Career Technology Center of Lackawanna County*
  - Instruct students in accounting practices using QuickBooks accounting software
- 2012-Present President, Empowerment *Solutions Co.* [www.empoweru1.com](http://www.empoweru1.com)
  - Consulting and training for business and non-profit organizations
  - Notary Public in Commonwealth of Pennsylvania

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## EDUCATION

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- 1973 Central High School, Scranton PA
- 1977 University of Scranton, Bachelor of Science – Business Administration

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## OTHER

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- 2004-Present Board Member, Northeast PA Center for Independent Living
  - 3 years President, 2012-Present Secretary
- 2011-Present Board Member, Villa Capri Cruisers Car Club Inc.
  - 501©3 Corporation, Website, recordkeeping, calendar, fund-raising