

**JEFFREY DUFRESNE**

Columbia, MD

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**EXECUTIVE SUMMARY**

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Chief Financial Officer with 20+ years of executive finance leadership across nonprofit, government and regulated environments. Proven track record overseeing \$25M+ budgets, complex braided grant portfolios, and enterprise-wide financial strategy. Trusted partner to CEOs and Board with deep expertise in compliance, systems modernization, risk management and organizational sustainability.

**CORE COMPETENCIES**

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- Leveraging accounting & finance to drive program/operational performance
- Financial Strategy & Organizational Sustainability
- Government Grant/Contract Compliance & Success
- Systems, Controls & Process Improvement

**EXPERIENCE**

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**Employ Prince George's, Inc, Largo, MD****May 2018 – December 2025****Chief Financial Officer**

- Financial management responsibility for \$25M+ non-profit serving 30,000+ job seekers and 8,000+ businesses in Prince George's County, MD and the greater DC Metropolitan Area.
- Executive partner in organizational strategy, financial sustainability and transparency
- Lead finance division including budgeting, grants management, fiscal policy and accounting
- Compliance and operational & programmatic integration of WIOA, EARN, and other federal, state and local government grants, foundation grants and fee for service income
- Coordinated funding and compliance across 75 partner organizations within county-wide workforce system
- Supported CEO, Corporate Board, Local Workforce Development Board of Prince George's County, One Stop Operations, 14 Programs, and Prince George's County Education and Workforce Development cluster

**Anne Arundel Workforce Development Corp, Millersville, MD****June 2012 – May 2018****Chief Financial Officer**

- Financial management responsibility for \$8M+ non-profit charged with providing workforce development services in Anne Arundel County, Maryland
- Compliance and operational & programmatic integration of 20+ funding sources including WIOA and other federal, state and local government grants, foundation grants, fee for service income and retailing a proprietary soft-skills curriculum
- Supported program management teams to develop solutions and monitor & enforce adherence to regulatory and grant requirements, including grant writing, rollout and closeout
- Lead department responsible for finance, accounting, contracting & procurement, human resources, information technology, risk management and facilities operations

**Drake, Incorporated, Washington, DC****2009 – 2012****Controller**

- Finance officer for rapidly-evolving small, entrepreneurial construction general contractor
- Supported growth through successful delivery of accounting, HR, IT and administration functions
- Supported project managers to ensure contractual financial targets met to ensure overall corporate fiscal health and compliance on mostly federal-government jobs and with 8a and DBA requirements

- Built and managed relationships with bonding, bank, insurance, audit, tax and other support partners
- Ensured compliance with accounting standards for revenue recognition and cost of sales, and DCAA-compliant indirect rates

**Patriot Technologies, Inc, Frederick, MD**  
**Controller**

**2004 –2009**

- Ran the Finance & Administration department of a network security manufacturer, reseller, and services provider selling to the federal government and to IT Security firms globally
- Supported the CFO by leading and mentoring team of 3-5 providing accounting, human resources and office management services
- Installed new Oracle-based ERP system for accounting, purchasing, sales, inventory, and manufacturing processes; trained all departments in its use and provided help-desk and trouble-shooting assistance
- Redesigned business processes to enhance information visibility and accountability and created documentation library for system and accounting processes and trained staff
- Created financial policies to improve internal controls and interdepartmental communication; implemented new management analytical tools, set targets and managed to them to promote efficient use of capital, measure effectiveness of operations. Designed and taught Excel classes for employees

**Power Solutions, LLC, Lanham, MD**  
**Assistant Controller**

**2003 - 2004**

- Performed weekly payroll for 40 office staff and up to 400 union electricians including all taxes, union reports, filings, payments, and compliance with union collective bargaining agreement
- Managed fixed assets for fleet of 50 trucks and vans
- Supported CFO with Human Resources and General Accounting including benefits administration, journal entries, general ledger maintenance, and bank reconciliations

**Science & Engineering Services, Inc. Columbia, MD**  
**Senior Accountant**

**2002 - 2003**

- Supported CFO and CEO of research & manufacturing government contractor by producing monthly financial statements and related reports and analysis
- Managed billing, collections and close-outs on federal cost-plus and T&M contracts, general ledger maintenance for DCAA-approved cost-structure in Deltek SystemOne, assisted with incurred cost submission, filed multi-state taxes, maintained fixed-asset ledger, ensured compliance with financial terms of government contracts, managed annual audit and created procedure documentation library

**Electronic Learning Facilitators/GLS, Bethesda, MD**  
**Assistant Controller**

**2000 - 2002**

- Supported Controller of software-design firm being purchased and consolidated for IPO.
- Prepared monthly financial statements, government filings using DCAA-approved cost structure in Deltek SystemOne
- Performed or managed all accounting tasks including job cost analysis, cash management, accounts payable, billings and collections for fixed price, T&M and cost-plus contracts, payroll and commission calculations, and audit & tax filings

**Clark Construction Group, Inc. Bethesda, MD**  
**Accounting Supervisor**

**1999 - 2000**

- Led preparation of quarterly financial statements for 20+ joint ventures, billing subsidiaries, joint ventures, and affiliates for intercompany charges; reconciling 30+ bank accounts; analysis of accrued expenses and worker's compensation self-insurance program, calculation of labor rates for bids; maintaining general ledger using JD Edwards and Lawson

**KPMG LLP, Washington DC****1995 - 1998****Consultant, Higher Education Consulting Group**

Performed indirect cost allocation studies managing small teams in collecting statistics, building databases, projecting changes, and reporting. Co-developed and ran process for U.S. Department of Education to collect, analyze and assess institutional financial health; provided ad hoc research and assisted in writing and defending new federal regulation.

**Staff Auditor, Public Services Audit Group**

Planned and performed financial audits of city and federal government entities.

**Vermont State Auditor's Office, Montpelier, VT****1992 - 1995****Staff/Senior Auditor**

Planned and performed statewide financial statement, compliance, internal control, and performance audits, and the Federal Single Audit. Audited all government agencies and trained coworkers in use of spreadsheet and word-processing software.

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**EDUCATION**

BS in Business Administration; University of Vermont, Burlington, Vermont

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**PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS**

Licensed as a Certified Public Accountant in the State of Maryland since 1997

Member of: Maryland Association of CPAs

CFO Leadership Alliance

Former volunteer Treasurer of Laurel 4th of July Committee & Hunger Mountain Christian Assembly