

ANNE A. NAKAKURA

GOV. MSG. NO. 738

EXPERIENCE

AUGUST 2014 – CURRENT

BUSINESS MANAGER, LA PIETRA – HAWAII SCHOOL FOR GIRLS

Responsible for overseeing finances and operations, including campus technology and facilities, for a private school for girls in grades 6 - 12. Responsibilities include working directly with the Head of School and Board of Trustees Finance and Investment Committees, preparation and analysis of financial statements, preparation of annual operating budget, management of cash flow, coordination and preparation for external audit, risk management, and development of policies and procedures. Additional responsibilities include compliance with Occupational Safety and Health Administration (OSHA) and development and implementation of policies and procedures relating to the COVID-19 pandemic.

JUNE 2012 – AUGUST 2014

CONTROLLER AND VICE PRESIDENT, HHL HOLDINGS, INC.

Responsible for managing the day-to-day accounting functions of three subsidiaries which include Honolulu HomeLoans, Inc., Honolulu Property Management LLC, and Xpedite LLC. Responsibilities included managing the warehouse line of credit and cash flow for a mortgage banking company, preparing and analyzing individual and consolidated financial statements, payroll processing, compliance reporting to the bank, and supervising two accounting staff in Honolulu and three accounting staff in Manila.

MAY 2007 – JUNE 2012

CONTROLLER AND TREASURER, HAWAIIAN HOUSEWARES, LTD. DBA HANSEN DISTRIBUTION GROUP

Responsible for managing finances for a food and consumer products distribution company. Responsibilities included preparation and analysis of financial statements, preparation of annual operating budget, reporting financial issues to management, monitoring and projecting cash flow, compliance reporting to the bank, assisting external auditors, and supervision of 12 accounting staff.

OCTOBER 2001 – MAY 2007

DIRECTOR OF FINANCE, HAWAII BAPTIST ACADEMY

Responsible for overseeing finances and reporting to the Board of Directors for a private school with over 1,000 students in grades K - 12. Responsibilities included working with the Finance Committee, preparation and analysis of financial statements, preparation of annual operating budget, management of cash flow, and coordination of external audit. Additional responsibilities encompassed special projects that included the coordination

of construction funding for a new middle school campus, risk management, and development and implementation of policies and procedures. Supervised three accounting staff.

AUGUST 2001 – OCTOBER 2001

ASSISTANT CONTROLLER (TEMPORARY POSITION), ROBERTS HAWAII

Assisted the Director of Finance and Accounting in reviewing accounting records.

APRIL 1992 – JULY 2001

FINANCE MANAGER AND ASSISTANT TREASURER, NAPA CENTRAL ACCOUNTING

Responsible for providing financial and administrative services to NAPA Distribution Center Hawaii (an auto parts distributor), thirteen company owned auto parts stores, and two independently owned auto parts stores. Special projects included analysis to determine whether to buy or sell auto parts stores. Supervised 11 accounting and data processing staff.

JANUARY 1989 – MARCH 1992

AUDITOR IN-CHARGE, COOPERS & LYBRAND (PRICEWATERHOUSE COOPERS POST MERGER)

Responsible for the administration of client engagements including supervision of staff accountants, review of financial statements, and preparation of in-depth reports for management containing suggestions to strengthen financial management controls to achieve operational efficiencies.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING AND FINANCE, UNIVERSITY OF HAWAII, MANOA

PROFESSIONAL CERTIFICATION

CERTIFIED PUBLIC ACCOUNTANT - not in public practice, STATE OF HAWAII