

# **Matthew J. Mize, CPA, JD**

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## **ACADEMIC PREPARATION:**

**J.D.**           **Emphasis in business and transaction law, 2000**  
Indiana University School of Law – Indianapolis

**M. ACCT.**   **Accounting, 1994**  
Manchester College, North Manchester, Indiana

**B.S**           **Accounting, 1993**  
Manchester College, North Manchester, Indiana

## **AREAS OF CONCENTRATION IN GRADUATE STUDY:**

Accounting  
Business Law  
Commercial Law  
Taxation

## **PROFESSIONAL ASSOCIATIONS:**

Passed Indiana Bar Exam February 2001, admitted June 2001  
Passed CPA Exam November 1994, certified April 1997  
Member of The American Bar Association since July 2001  
Member of the AICPA since July of 1995  
Member of the Indiana CPA Society July of 1995 - 2005  
Board Member, Union Center Day Care January 1998 - July 1998  
Board Member Community Services of North Manchester October 2007 – Present  
Kiwanis Member 2003-Present, past distinguished President

## **EXPERIENCES:**

### **Indiana Wesleyan University, CAPS – Adjunct Faculty, Marion, IN**

February 2002 – Present

Instruct students in the areas of accounting, business law, global issues, criminal justice and finance.

### **Associate Attorney, Tiede, Metz, & Downs, P.C., Wabash, IN**

November 2005 – Present

Represent clients in criminal and civil litigation and other legal matters.  
Draft legal agreements, ordinances and policies. Practice focused in the areas of commercial transactions, creditor bankruptcy, business startup and business advising. Conduct all areas of litigation including, pleadings, discovery, and trial, both bench and jury.

### **Vice President of Finance/Chief Financial Officer, Heckman Bindery, Inc., North Manchester, IN May 2002 – November 2005**

Direct all accounting, purchasing, human resources, and Information Technology and distribution functions. Reported directly to the President of the Company.

Specific Responsibilities included: financial reporting, cost accounting, inventory management, bank reporting and financing requests, systems improvement, assist in implementing lean manufacturing, improved costing, cash management, budget preparation, seeking local tax abatement, local tax abatement compliance, reconciliation of financial statement accounts, selection and coordination of year end audit/review and tax firm, and any other tasks necessary to keep these corporate areas functioning in compliance with GAAP and statutory requirements.

**Accounting Manager/Controller, GECOM Corp., Greensburg, IN**

March 2001 – May 2002

Direct all accounting functions. Report directly to the Japanese CFO.

Specific Responsibilities included: financial reporting, cost accounting, inventory management, bank reporting and financing requests, systems improvement, cash management, budget preparation, seeking local tax abatement, local tax abatement compliance, reconciliation of financial statement accounts, selection and coordination of year end audit/review and tax firm, and any other tasks necessary to keep these corporate areas functioning in compliance with GAAP and statutory requirements.

**Ivy Tech State College, Adjunct Faculty, Columbus, IN**

August 2001 – May 2002

Instruct students in the areas of accounting and business.

**Scholarship support & Technical Support Specialist, Indiana University, Indianapolis, IN**

August 1998 – February 2001

Aided in the reconciliation's of miscellaneous scholarship accounts with large dollar amounts and thousands of transactions. Setup the process to simplify the reconciliation. Transferred to desktop and web support position doing misc. technical support and web creation/maintenance.

**Assistant Controller, The Sterling Group, Mishawaka, Indiana.**

May 1994 - July 1998

Supervised A/P, A/R, payroll, monthly financial statement review, coordinated audits, oversaw and supervised implementation of all I.S. activities, reviewed prepaids, reviewed insurance, oversaw property taxes, annual budget preparation and review, organize and maintain corporate training model for computer operations/systems, continual review of internal controls, established corporate policies and procedures, oversaw automated payroll procedures, prepared budgets and forecasts for new developments, helped with cost certifications, and any tasks assigned by VP of Finance/Controller.

**United States Army Reserves**

April 1991 - April 1997

Supply operations technician.

Transportation specialist with an artillery company.

**Staff Accountant (Internship), Coopers & Lybrand, Mishawaka, Indiana.**

January 1993 - April 1993

Performed financial statement audits of manufacturing, health care, and governmental entities. Prepared non-profit organizations tax returns and partnership tax returns.

**Additional areas of interest**

Mission work abroad

Working with non-profit organizations