

# MARGARET M. GRIFFITHS

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## ***SENIOR-LEVEL EXECUTIVE • FINANCIAL MANAGEMENT PROFESSIONAL***

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### **AREAS OF KNOWLEDGE & EXPERTISE**

- Financial Analysis & Strategic Planning
- Budget Development & Forecasting
- Cash, Investments & Credit Management
- Operations & Margin Improvement
- Contract Review & Negotiation
- Presentation Development & Delivery
- Human Resources Management
- Innovative Program Development
- Systems Selection & Implementation
- Relationship Management
- Customer Retention Strategies
- Acquisition Due Diligence
- Complex Business & Tax Issues
- Fundraising & Grant Writing

### **PROFESSIONAL EXPERIENCE**

#### ***The Charles and Emma Frye Free Art Museum • Seattle, WA*** ***Chief Financial Officer***

- Oversaw all business operations of museum, including Finance, Human Resources, IT, Security & Facilities, Café & Museum Store, for 501(c)3 private foundation with mission of free public access
- Oversaw commercial Real Estate portfolio and foundation investment portfolios, net proceeds of which fund approximately 70% of museum operations; increased annual income of RE portfolio by \$1M or 35% within first 18 months.
- Key participant with Director/CEO, in strategic management, responsible for key business decisions, development of strategic goals and initiatives, operating model(s) and potential expansion, including collaboration with external organizations

#### ***Qualis Health • Seattle, WA*** ***Chief Financial Officer***

- Developed and managed Finance, Accounting, Contracting, Compliance, and Administrative & Facilities functions for \$40+M Quality Improvement Organization (Congressionally-mandated, non-profit organization specializing in healthcare consulting) for Washington and Idaho; provided financial, compliance and facilities oversight for expansion to new offices in Washington DC, Kansas City and Albuquerque, plus maintaining 6 existing regional offices across the nation
- Negotiated and managed compliance, pricing and financial functions for multi-year, multi-million dollar state and federal contracts with Medicare and Medicaid agencies
- Organized and implemented municipal bond and short term LOC funding for \$10+M Care Management computer system replacement
- Oversaw extensive Tenant Improvement project, involving 4 floors and working around in-situ short-term displacement of over 170 persons; delivered project on-time and within 2% of budget

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***PhenoPath Laboratories, PLLC*** • Seattle, WA  
***Chief Financial Officer***

- Developed and managed Finance, Accounting and Administrative functions (including Human Resources and Information Technology) for innovative, rapidly expanding national medical diagnostic laboratory and contract research firm
- Recruited and initiated development of professional sales team, including creation of commission plan, increasing sales from under \$2M to in excess of \$20M. Final year of term, exceeded target of 25% increase in sales, despite the challenges of the economic and credit climate.
- Increased bottom-line profits to over 20% of net sales in 2010 as well, by careful use of cost controls, increased productivity through LEAN system improvements, and astute asset management.
- Selected and successfully directed implementation of medical billing system, resulting in reduction of medical billing staff (accomplished via natural attrition) despite a fourfold increase in sales

***Margaret M. Griffiths, CPA*** • Seattle, WA  
***(Concurrently, a partner of Leora Consulting Group)***

- Cross-functional collaboration with multi-disciplinary consulting firm, offering expertise and assistance to non-profit and municipal clients in strategic planning, financial analysis, capacity/credit building, and organizational counseling
- Served as interim financial management to start-up companies, responsible for development of financial systems, hiring and developing financial staff, initializing and developing bank relationships
- Directed major accounting & operations systems review, resulting in preparation of functional needs documents, identification of potential systems, final selection recommendation & implementation

***Great Northern Insured Annuity Corporation*** • Seattle, WA  
***Assistant Treasurer, Investments & Tax Manager***

***Coopers & Lybrand (now PricewaterhouseCoopers)*** • Seattle, WA  
***General Practice Manager***

### ***EDUCATION & CERTIFICATION***

***Washington State University***

BA, Foreign Language & Literature

BA, Business Administration (Concentration: Accounting)

***Washington State Board of Accountancy, Certified Public Accountant (inactive)***  
***Health Care Compliance Association, Certified in Health Care Compliance (CHC)***

***Lecturer, Seattle University, Masters of Fine Arts, Arts Leadership***