March 8, 2022

Board of Trustees of Windham Academy:

Good afternoon. I am writing to express interest in an open board seat. I am a working professional in the Finance function with 20+ years experience. I currently serve as a Board member for a non-profit community association, and have previously served as a Windham School Finance Committee member and Treasurer for a high school alumnae association. I am the parent of two young children (ages 1 and 3) and a fairly new resident to Windham (<3 years).

In my current volunteer role as Treasurer of the Forest Lake Association, my primary responsibilities are financial related: collecting and depositing member dues, preparing financial reports, managing all expenditures, and reporting our financial position and metrics at our annual members meeting. Our Board has been faced with many challenges during my tenure that have required significant oversight including community-zoning issues and litigation. We've also been very involved in supporting the creation of new legislation to protect our beloved lake.

While a member of the Windham School Finance Committee, I was responsible for reviewing and rationalizing the budgets of each of the schools by meeting with district administration and fellow Committee members. I decided to join this committee when I moved to town as an introduction to the school system. Windham Academy was not part of our review but I was able to gain valuable insight into the operating expenses of the district school system.

Windham Academy has been recommended in several communal and social circles. I began researching the charter school as part of the continued diligence for my son. I am impressed with the curriculum and the schools approach to education. I think my skillset and experience would be a valuable addition to the current Board. Throughout my career I've worked closely with executive teams and Boards. Besides the typical financial responsibilities you'd expect, I've also reviewed and negotiate contract terms, managed third party vendors (insurance, benefits, etc.) and served as an active participant on several cross-functional management teams.

I have included an up to date resume along with two recommendation letters. Please reach out if you have any questions. I look forward to hearing from you and appreciate your consideration.

Regards,

Shannon Delaney

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Highly accomplished, results-driven professional with a demonstrated track record of leading the finance operations at high growth, venture backed, global technology & service companies. A valued and trusted member of the leadership team demonstrating self-confidence and strong work ethic. Superior organizational and communication skills with meticulous attention to detail.

Experience

CONTROLLER & FP&A | PERCONA | JULY 2019 - PRESENT

- Partner with executive team and budget owners on annual operating plans and quarterly 12 month rolling forecasts
- Manage all new headcount requests in liaison with HR
- Prepare and issue GAAP compliant financial statements to internal and external stakeholders (executive team, bank, Board) and compile slides for quarterly CEO calls
- Ensure adequate internal controls and segregation of duties for all accounting functions (AP, Payroll, Revenue, Cash, etc.)
- Perform actual to plan variance analysis and provide commentary & insight to department heads
- Maintain weekly cash forecast with projected cash needs for a minimum 6-month window
- Responsible for all global compliance (statutory audits, taxes, benefits & payroll reporting, etc.)
- Manage all business insurance needs
- Direct a team of 8 accountants/analysts; responsible for career development plans and quarterly goals
- Member of the core management team

Key Achievements:

- Secured a $1.5M PPP loan with complete loan forgiveness
- Obtained a $5M line of credit with Silicon Valley Bank
- Implemented ASC 606 accounting standard

CONTROLLER | ACQUIA | MARCH 2010 – JUNE 2019

- Managed the financial needs and staff of a global Pre-IPO SaaS company experiencing five figure % revenue growth and employee growth from 50 to 775+ since 2010
- Directed the month-end close process ensuring the timely delivery of accurate financials to internal stakeholders, prepared financial reports and metrics for executive team, board of directors and investors
- Maintained the Company's capitalization table and managed all company issued equity; facilitated quarterly 409A valuation processes
- Maintained business relationships with bankers, insurance brokers and other external consultants
- Established quarterly goals, performance objectives and development plans for finance team
- Acted as the primary contact with the company's auditors on accounting and tax matters; coordinated external audits including the preparation of requested items and annual financial statements
- Worked closely with sales management and professional services to structure customer contracts and optimize revenue recognition for multiple element contracts; partnered with account management to ensure renewal population was accurate and help structure amendments for upgrades/downgrades in service

Key Achievements:

- Completed initial three-year financial audit resulting in no adjustments, significant deficiencies, or material weaknesses
- Key contributor in the closure of five rounds of venture capital financing ($179M in total) and a working capital line ($20M)
- Established infrastructure to enable the business to expand internationally (Australia, France, Germany, India, Japan, Netherlands, Sweden, and the UK)
- Hired staff of 12: International Controller, Accounting Manager, Revenue Manager, Staff Accountants (3), Payroll Accountant, Billing Specialists (4), and Collections Manager
- Registered in 30+ jurisdictions to become sales tax compliant; completed voluntary disclosure process in several states
- Implemented new systems to ensure scalability:
    - GL system (Intacct) to automate revenue recognition and worldwide consolidation
    - Option tracking system (OptionEase) to streamline stock comp expense reporting & award management
    - Expense management system (Concur) to simplify worldwide T&E payments
    - Sales tax automation (AvaTax) to comply with state & local requirements
    - Procurement system (Coupa) to ensure expenditures were budgeted for prior to fiscal commitment

INTERIM ACCOUNTING MANAGER | VERACODE | AUGUST 2009 – FEBRUARY 2010

- Monthly close and financial statement preparation coverage during a maternity leave

ACCOUNTING MANAGER | SUPPLYSCAPE | OCTOBER 2007 – JULY 2009

- Prepared monthly financial reporting packages for senior management, investors, and the Board of Directors
- Responsible for all equity accounting and maintaining capitalization tables
- Managed year-end audit & tax compliance
- Streamlined the monthly close by implementing a daily close schedule and standardizing balance sheet recs
- Executed corporate expense and purchasing policies to support Company growth

VARIOUS STAFF LEVEL POSITIONS | 2001 - 2007

Education

MBA, FINANCE | UNIVERSITY OF MASSACHUSETTS

BSBA, ACCOUNTING | MERRIMACK COLLEGE

Volunteer Work

TREASURER | FOREST LAKE ASSOCIATION | 2018 - PRESENT

MEMBER | WINDHAM SCHOOL FINANCE COMMITTEE | 2019 - 2020

TREASURER | PMA ALUMNAE ASSOCIATION | 1997 - 2000