RÉSUMÉ

BRANDON A. F. WATERS

b@bafwaters.com · linkedin.com/in/watersb · Wilmington, NC · Relocating to Washington–Baltimore area

I've built my career around understanding how complex organizations operate, getting to the heart of what drives their people—and finding ways to make both better.

I've supervised 80+ medical scribes across 21+ hospital departments, examined insurers with over $1T in managed assets, and taken ownership of complex accounting and operational functions across 30+ legal entities—including $15.6M+ in annual payroll. Across these vastly different environments, I gravitate toward work that demands curiosity, rewards confidence, and leaves a little room for my own brand of ingenuity.

I bring an accountant's financial discipline, an auditor's investigative instincts, and a commitment to serving others shaped by my formative years in healthcare.

"Above all, I bring something distinctly my own: a belief that the best improvements don't just make processes more efficient; they make people's work—and sometimes their lives—better."

Experience

CROWN HOTEL & TRAVEL MANAGEMENT, LLC

Hotel and property management company with 20 hotels across 30+ legal entities

2025.03 – 2026.10
Wilmington, NC

Senior Accountant

- Led a team of two staff accountants across accounts payable (AP), Spend & Expense (S&E), and month-end close for a portfolio of 20 hotels and 30+ legal entities, reviewing their workpapers
- Managed multi-entity month-end close and sales tax compliance across hotels, owner associations, and trusts, performing reconciliations, accruals, journal entries, and cash transfers
- Owned end-to-end biweekly payroll for 20 hotels and the corporate office as sole payroll administrator, processing $15.6M+ annually for ~650 employees, including benefits administration, open enrollment, wage garnishments, and tax levies
- Held full payment authority over AP disbursements through BILL across 20+ entities ($7M+ in annual AP; 15,000+ invoices) and administered the corporate card program in Spend & Expense, including card issuance, spending limits, and transaction review
- Owned the portfolio's $1M+ commercial insurance program across 15+ lines of coverage, managing annual renewals, developing a custom policy tracking and allocation workbook to replace even-split premiums with rating-based allocations, and identifying coverage gaps and coordinating corrections with brokers
- Managed trust and owner accounting for four condo hotels encompassing 330+ units and five owner associations, overseeing monthly revenue distributions, owner statements and payments, dues and assessment collections, and allocation of insurance, maintenance, and special assessments; reported delinquencies to association boards
- Rebuilt chart of accounts mappings, financial reporting, and accounting workflows during property management system (PMS) migrations to Hilton PEP, IHG HotelKey, and Marriott Agilysys
- Designed and deployed payroll reporting and brand-report processing automations using Excel VBA and Microsoft Power Automate, streamlining the distribution of property-specific payroll previews and the handling of incoming franchise reports
- Administered user access across Microsoft 365, ADP Workforce Now, QuickBooks Online, and BILL
- Standardized payroll and accounting procedures across the hotel portfolio, developing documented workflows and training incoming general managers on ADP timecard approvals, BILL and Spend & Expense processes, and reporting deadlines
- Executed vendor agreements and contracts, managed vendor sourcing and supplier relationships, and oversaw annual 1099 compliance, including W-9 collection, IRS TIN Matching, and B-notices

2023.06 – 2025.03
Wilmington, NC

Accountant

- Assumed sole responsibility for end-to-end payroll, becoming the company's ADP Workforce Now subject-matter expert
- Assumed responsibility for monthly trust accounting across ~250 condo units, identifying and recovering $20K+ in past-due and misapplied owner payments inherited from the prior accountant
- Implemented ADP's paid time off (PTO) module to automate accruals and digitize leave requests and balance tracking, and migrated recurring employee reimbursements from AP expense reports into payroll
- Prepared monthly financial statements using customized QuickBooks Online (QBO) management reports and developed annual operating budgets for 20 hotels and four owner associations, delivering automated weekly budget-to-actual variance analyses
- Prepared and filed 30+ monthly sales & use and occupancy tax returns across the portfolio's hotels, owner associations, and trusts

BAKER TILLY US, LLP

National accounting, tax, and advisory firm

2021.05 – 2022.07
Remote

Consultant, Risk & Regulatory Advisory (HITRUST)

- Advised healthcare, technology, and financial services clients on HITRUST CSF, NIST CSF, SOC 2, and ISO 27001 compliance, conducting readiness assessments, process and control walkthroughs, evidence inspections, and internal control testing
- Independently overhauled the firm's HITRUST risk documentation and control testing matrices, HITRUST-to-SOC control mapping workbooks, testing status trackers, and client status presentations
- Presented findings and recommendations directly to clients' C-level executives, conducting executive interviews and collaborating with technology and business teams to track remediation efforts through resolution

Experience, continued

BAKER TILLY US, LLP, *cont'd.*

2019.04 – 2021.05
Baltimore, MD

Consultant & Contracted Financial and Market Conduct Examiner, Risk & Regulatory Advisory (Insurance)

- Conducted risk-focused financial examinations of insurers with $1T+ in managed assets on behalf of state insurance regulators in five states, evaluating financial condition under statutory accounting principles (SAP) and NAIC examination standards, and performing off-site solvency analyses between examinations
- Conducted post-hurricane market conduct examinations for the Florida Office of Insurance Regulation, reviewing thousands of property insurance claims from first notice of loss through final payment to assess insurer compliance with statutory and regulatory claims-handling requirements
- Authored industry insights published by Baker Tilly, drawing on firsthand participation in National Association of Insurance Commissioners (NAIC) meetings to analyze regulatory developments

WVU MEDICINE

West Virginia's largest health system and home to the state's first Level I trauma center

2018.05 – 2019.04
Morgantown, WV

Supervisor, Scribe Services

- Led a team of 80+ medical scribes across 21+ clinical departments at West Virginia's only Level I trauma center, supervising departmental head scribes, coordinating staffing and scheduling, overseeing daily operations, and directly managing teams without designated leads
- Proactively optimized Epic EHR workflows for physicians across clinical departments by shadowing patient encounters to identify documentation inefficiencies, developing customized dot phrases, and implementing tailored improvements to clinical documentation processes
- Developed and delivered hands-on, department-specific Epic EHR training for medical scribes, head scribes, physicians, and advanced practice providers, preparing department leads to train and support their teams

2017.05 – 2019.04
Morgantown, WV

Operations Pharmacy Technician II (CPhT), Inpatient Pharmacy

- Prepared and distributed medications, including scheduled substances; maintained automated dispensing cabinets; performed inventory reconciliations; and handled narcotics vault duties as needed

COHNREZNICK LLP

National accounting, tax, and advisory firm

2017.01 – 2017.03
Bethesda, MD

Audit/Assurance Intern, Commercial Real Estate & Multifamily Housing

- Supported 50+ audit engagements for investment funds, real estate investment trusts (REITs), developers, and hotels with $200M+ in assets, preparing audit workpapers, coordinating client confirmations, and assisting with financial statement preparation
- Independently executed a commercial real estate audit engagement during my internship, managing the audit from planning through completion, including substantive testing, workpapers, confirmations, financial statements, and audit report preparation

WESBANCO BANK, INC.

Regional bank headquartered in Wheeling, West Virginia

2016.06 – 2016.12
Morgantown, WV

Teller

- Processed 125+ transactions per day totaling $125K+ at the bank's busiest branch; performed daily cash reconciliations and balancing procedures for teller drawers, the branch vault, teller cash recyclers (TCRs), ATMs, and coin-counting equipment; and supported unannounced vault audits with branch management

WVU HEALTHCARE (WVU MEDICINE)

2013.09 – 2015.04
Morgantown, WV

Emergency Department Scribe & Trainer

- Documented patient encounters alongside emergency department physicians, preparing clinical notes and training new scribes through hands-on shadowing, documentation review, and individualized feedback during patient encounters

Education

WEST VIRGINIA UNIVERSITY

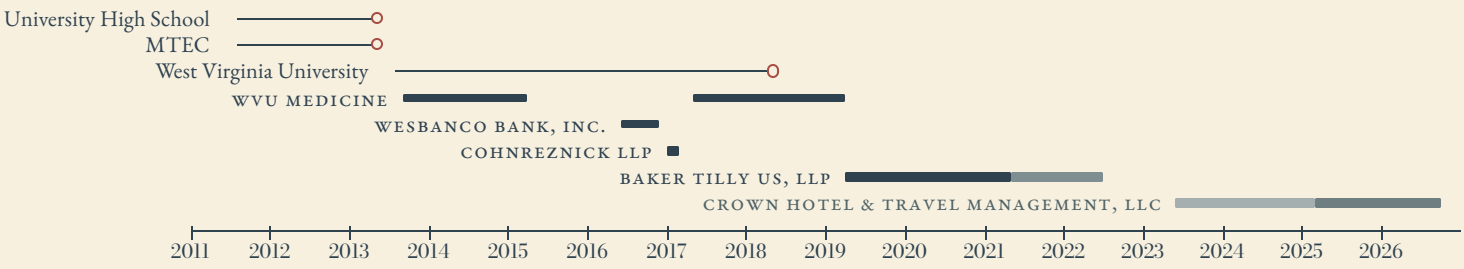
May 2018
Morgantown, WV

Bachelor of Science in Business Administration (BSBAd), Accounting
College of Business & Economics (now, John Chambers College of Business & Economics) · Honors College
3.420 · Cum Laude · University Honors Scholar · Dean's Scholar

MONONGALIA COUNTY TECHNICAL EDUCATION CENTER (MTEC)

May 2013
Morgantown, WV

Certification, Allied Health Sciences, Pharmacy Technician · *4.000*



Licensure

Pharmacy Technician Certification Board (PTCB), Certified Pharmacy Technician (CPhT) · 2017.08 – 2027.08
North Carolina Notary Public · 2026.04 – 2031.04