

CANDACE MAYES, MBA CPB

President, Owner

The
Mayes
Group LLC
Tax • Payroll • Bookkeeping •
QuickBooks Training •
Grants Management •
IT Consultant



PROFILE

Candace Mayes is the president and owner of The Mayes Group LLC a minority and woman owned enterprises. The Mayes Group LLC is a full-service accounting firm located in Jackson, Mississippi. She provides assistance with tax, financial and business affairs--assistance that will improve the total financial well-being of her clients. Candace has over 20 years of finance and bookkeeping experience. Over the years, she has worked as the VP of Finance for several small and large private companies. She offers a wide range of financial knowledge to her clients. She prides herself on honesty, professionalism, and integrity. She holds a master's degree in Business Administration with concentrations in Finance and Accounting. She is a graduate of Delta State University and Belhaven College. She was chosen by the Mississippi Business Journal as one of 50 distinguished leading businesswomen in Mississippi. Candace is one of the few bookkeepers in Jackson, MS, that is a Certified QuickBooks Pro Advisors.

CORE PROFICIENCIES

Full Charge Bookkeeping Service • Accounts Receivable(A/R) • Accounts Payable (A/P) • Bank Reconciliation • Credit Card Reconciliation • Full Payroll Services • Sales Tax • Payroll Tax • Budgets • Financial Statements • Grants Management

EDUCATION

Master of Business Admin (MBA), Concentration in Accounting, Belhaven College, 2003 Jackson, MS

Bachelor of Business Admin, Delta State University, 1998 Cleveland, MS

CLIENTELE PORTFOLIO

National Baptist Convention USA, Inc. • InTouch Community Services Inc. • Electric Works Inc. • Our House Inc. • Cottenball Express LLC • Blackstone Distributors LLC • Southern Rural Black Women's Initiative for Economic and Social Justice Inc. • Mississippi Link Newspaper LLC • Tate Enterprises LLC • 100 Black Men of Jackson Inc • Access Training • Anna Grace Event Design • Brighter Outlook • SGE Covid Solutions LLC • We Believe Digital LLC • Wells Heating Cooling and Refrigeration • Earthblend Coffee • New Life Goals • The W.H.Y. Initiative Inc • Retro Metro LLC • Garrett Enterprises Consolidated Inc. • Mississippi Black Women's Roundtable • Mississippi Jackson Urban League • Sisters Against Abuse Inc.

PROFESSIONAL ACCOUNTING EXPERIENCE

Manage the financial operations of the above clientele.

- Provide accurate information to the owners, including analysis, budgeting, forecasting and preparing financial reports • Manage the development and implementation of departmental accounting systems • Monitor budget and expense transactions closely while assisting project directors and staff in performing account maintenance of grants and contracts including account set-up to the general ledger, budget revisions, expense transfers and check requests • Execute daily operations of accounts payable, accounts receivable, vouchers, checks and general ledger activities using QuickBooks software • Prepare profit and loss statements, balance sheets, and monthly closing and cost accounting reports • Accumulate and apply overhead costs as required by generally accepted accounting principles • Process payroll for employees weekly; compile payroll data, enter data, compute and post wages • Process monthly, quarterly and annually W2, 1099, 941 payments and forms, 940 payments and forms, state payments and forms • Kept track of inventory being held in the warehouse and perform weekly inventory counts • Reconcile vendor invoices with orders and check that payments for supplies and services are accurate • Manage grant closeout functions as required by the Grants and Contracts Administration • Analyze and review expenditures of funds for grants and contracts to ensure compliance with all

applicable fiscal and program contract requirements • Prepare 501c3 applications • Process registration for System for Award Management (SAM), and Duns and Bradstreet and yearly renewals

Grants Managed:

Current: USDA Outreach and Advocacy Division \$355,000 Yr2022- March 2024 • USDA NRCS \$100,000 Yr2021- September 2022 • USDA- NRCS \$250,000 Yr2021- September 2022 • US Dept. of Justice \$300,000 Yr2017-2023 • US Dept of Justice \$300,000 Yr2017-2022 • US Dept. of Justice Office on Violence Against Women \$750,000 Yr2017-2022 • USDA NRCS \$250,000 Yr2020-September 2022 • USDA NRCS \$249,994.25 Yr2020-March 2022

Previous: USDA NRCS \$248,611.55 Yr2019-2021 • USDA NRCS \$400,000 Yr2018-2020 • USDA NRCS \$400,000 2015-2018 • USDA NRCS \$198,000 Yr2018-2019 • MS Dept. Of Employment Security \$900,000 Yr2007-2015 • MS Dept. Of Human Services \$300,000 Yr2008-2009 • MS Dept. Of Human Services \$100,000 Yr2007-2008 • MS Dept. Of Employment Security \$1.7 million Yr2007-2010. All audited with no findings.

Projects Managed: MEMA Hurricane Katrina Cottage Program Gulf Coast, MS \$280,000,000 Yr2005 • FEMA Minot North Dakota Flood/Disaster Recovery Infrastructure \$755,250.00 Yr2011 • Jackson Public School District Bond Program \$150,000,000 Yr2006-2010

WORK HISTORY

- Next Level Entertainment LLC, Restaurant/Bar/Event Hall, Jackson, MS October 2016 to March 2017 Accountant
- Socrates Garrett Enterprises Inc., Trucking Company, Environmental & Engineering, Jackson MS September 2007 to March 2017 VP of Finance
- Garrett Enterprises Consolidated, Inc. Construction Company, Jackson, MS September 2007 to March 2017 VP of Finance
- Premier Supply Link LLC Prison Commissary (Part-Time Position) Pearl, MS October 2011 to September 2015 Accountant
- New South Development & Training Non-profit Jackson, MS Sept 2007 to Sept 2015 Accountant
- Jackson Medical Mall Foundation Leasing Office Jackson, MS May 1999 to August 2007 Controller
- Jackson Medical Mall Services, LLC Non-Profit Jackson, MS May 1999 to August 2007 Grants Manager

COMPUTER LITERCY

QuickBooks Enterprises Accountant Desktop, Premier and Pro/ QuickBooks Online • Adobe Cloud • Lotus Smart Suite • Pay clock EZ • SMART Maintenance • MS Word, Access, PowerPoint, and Excel • Profit Track Accounting Software • Revel POS System • Peachtree Accounting System • Cashless Systems/Commissary and Trust Fund Accounting Software