

# Randy L. Loomis

Agren, Inc.  
Carroll, IA 51401

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## AREAS OF EFFECTIVENESS

- FINANCE AND ACCOUNTING** Responsible for financial accounting, invoicing, accounts receivable, accounts payable, payroll and payroll taxes. Prepare monthly and quarterly financial statements for owners' review. Monitor expenditures via the company's business credit cards, and insure accurate accounting and classification of billable costs related to the company's ongoing projects.
- ADMINISTRATIVE SUPPORT** Provide administrative support, and make travel arrangements for Agren owners. Responsible for all aspects of planning, coordinating and executing activities related to business meetings including hotel accommodations, meeting facilities, meals, transportation, and destination services.
- BENEFIT PLAN ADMINISTRATION** Maintain and renew employee benefit plans (including a Section 125 flexible spending plan and a SIMPLE IRA). Provide required communication to plan participants, resolve administrative questions, and serve as the company's primary administrative contact for plan custodians. Keep up to date on workplace laws and regulations.

## WORK EXPERIENCE:

Business Manager, Agren, Inc., Carroll, IA (2009 - Present)  
Vice President of Administration, NationJob, Inc., Des Moines, IA (2000 - 2009)  
Interim accountant and controller assignments, Robert Half, Inc., Des Moines, IA (1999)  
Vice President & CFO, FryeTech, Inc., Des Moines, IA (1988 - 1998)  
Accounting Manager, FryeTech, Inc., Des Moines, IA (1981 - 1988)  
Staff Auditor, Miller Gegner & Associates, P.C., Des Moines, IA (1980 - 1981)

## EDUCATION:

Bachelor of Arts, Business Administration (Economics minor), Westmar College, Le Mars, IA (1978)

## TRAINING AND CERTIFICATIONS:

Certified Public Accountant (1981)