

Jay Norris, CPA

EXPERIENCE

MaloneBailey, LLP

January 2007 - Present

SEC Audit Partner

- Responsible as engagement partner for audits of publicly-traded companies. Also conducts concurring partner technical reviews, technical research, staff training, and other firm ownership responsibilities as required

SEC Audit Manager

- Responsible for audits of publicly-traded companies. Also managed teams of auditors performing technical reviews, technical research, staff training, and other responsibilities as required

KBR, Inc.

February 2006 – November 2006

Assistant Controller, SEC Reporting

- Assist in the preparation of KBR's initial registration statement on Form S-1 and subsequent amendments until it became effective
- Assist in preparation of responses to SEC comment letters received during the registration process
- Prepare various accounting analysis including an analysis of significant subsidiaries under Rule 3-09, an analysis of segments under SFAS 131, and an analysis of goodwill impairment under SFAS 142
- Prepare for the implementation and disclosures related to SFAS 158, FIN 148 and the newly issued rules on executive and director compensation
- Coordinate audit activities and auditor signoffs

Calpine Corporation

2004 – 2006

Controller, CalGen/CCFC

- Prepared all SEC correspondence including form 10-K, form 10-Q and form 8-K
- Prepared quarterly and annual consolidation of over 25 business units for CalGen and 15 business units for CCFC
- Coordinated audit activities and auditor signoffs
- Managed and directed quarter-end close and financial reporting

- Developed department and team
- Developed consolidation schedules
- Developed the first form 10-Q and form 10-K filings

Worldwide Flight Services

2001 – 2003

Controller/Principal Accounting Officer

- Prepared all SEC correspondence including form 10-K, form 10-Q and form 8-K and various other SEC communications
- Managed all aspects of accounting and finance including accounts payable, accounts receivable, fixed assets, collections and general accounting
- Maintained all accounting policies, procedures and internal controls
- Implemented and maintained the provisions of the Sarbanes-Oxley Act of 2002
- Managed the elements of consolidation and financial reporting
- Developed and implemented accounting policies, procedures and internal controls to help strengthen the accounting and reporting structure. As a result, we overcame several reportable conditions identified in the 1999 and 2000 Audit Committee and Management Report
- Developed and implemented guidelines to comply with the provisions of the Sarbanes-Oxley Act of 2002.

Ernest & Young, LLP

1996 – 2001

Audit Manager

- Developed, implemented, and managed financial statement audits for clients in various industries including oil and gas, healthcare, manufacturing, high tech and services
- Assisted clients with accounting research, internal control analysis, new accounting pronouncements, financial reporting, and many other special projects
- Designated as the lead audit manager on Phillips Petroleum Company responsible for reviewing all SEC filings including Form 10-K and Form 10-Q

Tax Specialist

1994-1996

EDUCATION

UNIVERSITY OF TEXAS ARLINGTON (1996)

Master of Science in Taxation

BAYLOR UNIVERSITY (1992)

Bachelor of Business Administration

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