

SAM SMITH

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SENIOR-LEVEL ACCOUNTING PROFESSIONAL WITH 14+ YEARS OF INDUSTRY EXPERIENCE

Financial Analysis & Management/System & Production Improvement/Team Training & Development

PROFESSIONAL PROFILE

A results-oriented and solutions-focused Accounting Professional with an impressive career demonstrating visionary leadership, progressive experience, and outstanding performance in the financial management of multi-site, million dollar, nationally, and internationally-based operations. Articulate communicator and facilitator adept in creating unique approaches and processes that increase organizational productivity and consistently surpass key corporate objectives. Proven ability to ascertain needs and goals, streamline existing systems/procedures, and manage multiple assignments efficiently, under extreme pressure while meeting tight deadlines. Documented track record of researching and analyzing complex operational issues and generating creative and viable solutions through acquired knowledge and experience. Highly developed interpersonal, analytical, mathematical, and critical-thinking prowess with a solid understanding of accounting theory and concepts.

CORE COMPETENCIES

- *P&L/Financial Management*
- *Accounts Payable/Receivable*
- *Production Improvement*
- *Internal Control Management*
- *Forecasting & Budgeting*
- *Revenue Recognition/Detection*
- *Policy/Procedure Development*
- *Account Reconciliation*
- *Financial Analysis & Reporting*
- *Organizational/Team Leadership*
- *Process Innovation/Optimization*
- *Customer Operations & Support*

BREADTH OF KNOWLEDGE

- Account Analysis ▪ Accounts Payable/Receivable ▪ Balance Sheet Reconciliation ▪ Cash Accounting and Deposits
- Cost Accounting ▪ Financial Budgeting ▪ Financial/Expense Reporting ▪ Forecasting ▪ General Ledger (GL) Preparation
- Journal Reconciliation ▪ Month/Year-End Close Reconciliation and Reporting ▪ P & L/Cash Flow Statements
- Revenue/Production Reporting ▪ Variance Analysis

TECHNICAL ADDENDUM/SOFTWARE KNOWLEDGE

- ADP ▪ Enterprise Reporting ▪ JDE ▪ Lawson ▪ MS Excel ▪ MS Word ▪ Paychex ▪ PeopleSoft ▪ Quickbooks ▪ RIBS

PROFESSIONAL EXPERIENCE

ABC Company

Any Town, USA

Apr. 2006 - Present

Business Analyst/Accounting Manager

Oversaw the financial reporting and analysis of the Supply Chain and Shared Service departments as well as day-to-day operations for a \$56M Accounts Receivable department for a leading pulp and paper company with Paper Retriever recycling operations in twenty three (23) North American metropolitan centers.

- Provided direction and coaching to a staff of four (4) for increased effectiveness and improved results; supervised and coordinated all accounts receivable and cash application activities.
- Prepared financial statements to assist the Supply Chain Manager in managing the outside sales business to improve profit margins and facilitate data-driven decision making.
- Developed monthly sales activity reports to assist the Supply Chain team in relating to the overall performance of the outside sales business.
- Performed comprehensive variance analysis; identified cause for each significant revenue variance.
- Prepared and reviewed cost reports to ensure accurate payments made to suppliers.
- Ensured the accurate analysis and recording of financial data in accordance with GAAP.
- Monitored and enforced company policies, procedures, and internal controls to ensure SOX compliance.
- Collaborated closely with the sales department in the resolution of billing disputes that affect the ability to collect receivables; interfaced directly with customers on potential credit risk accounts with significant past due amounts.
- Coordinated the annual budget and quarterly forecast process for both the Outside Sales and Shared Services departments; worked closely with leadership team members to review historical costs and trends.
- Conducted monthly balance sheet reviews with the Controller; performed monthly mill consumption calculation and review costs for reasonableness.
- Identified issues and recommended improvements, solutions, and/or enhancements to the system to increase productivity.

PROFESSIONAL EXPERIENCE (CONTINUED)

Selected Accomplishments:

- Developed P&L statements as well as activity reports for the Outside Sales business.
- Enhanced system generated reports; streamlined Sales by State reporting process and reduced completion time by 50%.
- Participated in process mapping initiative that identified sixty six (66) needed improvements; resulted in streamlined operations and improved productivity which reduced the headcount.
- Developed integrity reports to ensure financial statement accuracy; eliminated potential misstatements.
- Reconciled the main bank account and developed a more efficient monthly reconciliation process which disburses approximately 12K per month; resolved a \$200K difference to general ledger and numerous un-reconciled checks.

ABC Company

Any Town, USA

Nov. 2000 - Apr. 2006

Director of Finance

Directly responsible for the financial reporting of the entire Theatre Operations division consisting of sixteen (16) venues, owned and operated, and two (2) presenting markets for one of the world's leading live entertainment companies.

- Motivated, supervised, and aided in the professional development of an accounting staff of sixteen (16).
- Prepared timely and accurate monthly financial statements in accordance with GAAP as well as schedules established to meet internal reporting requirements.
- Participated in the documentation of processes to ensure compliance with Sarbanes-Oxley; worked in tandem with internal and external auditors.
- Prepared the consolidation of financial statements; investigated actual financial results, compared with budget and forecast, and explained variances.
- Prepared monthly financial package for the Chief Operating Officer and Senior Vice President of Operations and assisted Operations in the preparation of the budget and monthly forecast.
- Worked closely with Chief Financial Officer and Vice President of Finance on special projects as needed.
- Tracked costs while processing progress payments of theatre restoration and renovation projects; reported budget comparisons to the Senior Vice President of Business Development.
- Monitored and enforced company policies procedures, and internal controls.

Selected Accomplishments:

- Promoted from Accounting Manager to Director of Finance, April 2004.
- Two-time recipient of a Hot Ticket Award; one (1) for comprehensive involvement in documenting all processes for SOX compliance, 2004 and the other for outstanding financial audit results, 2005.
- Successfully streamlined the close process from a seven (7) to five (5) day close.

ABC Company

Any Town, USA

Oct. 1997 - Mar. 2000

Accounting Supervisor - Financial Service Center & Cash Applications Department

Hired, trained, and motivated a staff of ten (10) employees responsible for all cash applications for the largest local same-day delivery service in the United States.

- Prepared monthly financial statements and analytical information; oversaw all balance sheet reconciliations and income statement account analysis.
- Recorded the weekly payroll expense into the GL and resolved all outstanding internal control (I/C) issues.
- Installed the signature font for weekly A/P disbursements.

Selected Accomplishments:

- Earned two (2) promotions during company tenure: Payroll Accountant to Inter-Company Accountant, February 1998 and Inter-Company Accountant to Accounting Supervisor, January 1999.
- Spearheaded project with ADP (outside payroll Administration Company) that eliminated the manual process of recording all payroll expenses; resulted in a cost savings of a full-time headcount equivalent of \$50K.
- Successfully reconciled an Inter-company out-of-balance of \$1M; reduced the need for a full-time headcount.

Additional Experience: Accounting Manager, ABC Company, Inc., Any Town, USA, Mar. 2000 - Nov. 2000

EDUCATION

Bachelor of Business Administration in General Business
Sam Houston State University - Huntsville, Texas