

JANE SMITH

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CONTROLLER/FINANCE DIRECTOR WITH 20 YEARS OF INDUSTRY EXPERIENCE

Business Intelligence Analysis & Reporting/Information System Review & Implementation

PROFESSIONAL OVERVIEW

An innovative, results-driven, and solutions-focused Finance and Accounting Executive with a 20 year career demonstrating visionary leadership and outstanding performance in business expansion and financial management of multi-site, nationally-based operations. Forward-thinking leader and enterprising problem-solver with tactical foresight and verifiable success capitalizing on growth opportunities, improving bottom-line performance, and optimizing organizational efficiency, productivity, and profitability through delivery of value-added systems, programs, and procedures. Articulate communicator and effective trainer with a direct and decisive management style that focuses on matrix teamwork and clearly defined mission and values for buy-in of all levels. Superior interpersonal, organizational, analytical, and problem-solving skills with an innate ability to work in unison with customers, staff, and key internal/external stakeholders. Strong written, oral, and technical aptitude. Comprehensive knowledge on various accounting functions, audits, and taxing authorities and of Generally Accepted Accounting Principles (GAAP).

CORE COMPETENCIES

- *Strategic Planning & Execution*
- *Staff Supervision & Training*
- *Database/Records Management*
- *Budgeting/Expense Controls*
- *Tax/Audit Preparation*
- *Variance/Dashboard Analysis*
- *P & L/Cash/Credit Management*
- *Corporate Accounting Practices*
- *Policy Creation & Deployment*
- *Forecasting/Reporting/Analysis*
- *Billing/Invoicing/Collections*
- *Accounts Payable/Receivable*
- *Process Innovation/Optimization*
- *Project Planning/Implementation*
- *Systems Creation/Enhancement*
- *Group Collaboration/Facilitation*
- *Benefits/Payroll Administration*
- *Long & Short-Term Goal Setting*

TECHNICAL ADDENDUM/SOFTWARE KNOWLEDGE

Information Technology Specialist in:

- Cloud Computing • ERP Systems (Deltek Vision and Timberline) • HRIS Systems (Epicor iVantage)
- Microsoft Office Suite • Report Writing • SQL Database Management • SAAS

PROFESSIONAL EXPERIENCE

ABC Company

Any Town, USA

Aug. 1994 - Present

Director of Information/Controller/Financial Accountant

Managed all corporate and subsidiary accounting and information technology functions, with gross revenues of \$50M, including direct responsibility for all company cost controls, cash management, credit/accounts receivable, and financial reporting, for a leading, full-service engineering, planning, and environmental science firm serving the municipal, agency, private, energy, and industrial markets.

- Directed all accounting functions including benefit and payroll administration, investment activities dealing with cash reserves, project costing, tax and audit preparation, cash management, and invoicing; established and maintained strong banking and lending relationships.
- Prepared and analyzed monthly financial statements and created and maintained budgets and forecasts; accurately reported financial results to management and Board of Directors.
- Performed weekly and monthly cash flow analysis along with monthly earnings forecast.
- Acted as the Plan Administrator for all Welfare Plans, Corporate Trustee and Plan Administrator for Qualified Retirement Plans with oversight of assets in excess of \$60M, and Corporate Secretary for the Board of Directors.
- Identified key risk areas; recommended and implemented changes to mitigate associated risks.
- Led a staff of ten (10) responsible for all of the organization's information system functions including business analysis, information reporting, and database management; retained accountability for a \$1.5M annual IT budget.
- Provided leadership for all internal computer information systems and technology; maintained system network applications.
- Enhanced and continually improved accounting procedures, information reporting, budgeting, forecasting, and ERP systems; maintained strategic and consistent direction for accounting and system functions that support overall organizational objectives; designed and developed business analytics to meet current operating needs.
- Enhanced end users' understanding of information systems; conducted workshops, delivered group and individual training sessions, and created user-friendly training materials.

PROFESSIONAL EXPERIENCE (CONTINUED)**Primary Projects/Selected Accomplishments:**

- Promoted twice during company tenure: Financial Accountant to Controller (April 2001) and Controller to Director of Information (May 2007); Became a Principal Owner (April 2004).
- Improved the general accounting controls including bank reporting practices.
- Implemented a Unified Communications Platform, 2011.
- Designed and instituted month-end reporting processes and publishing to support new organizational structure (time analysis, client performers, trending, scorecards, and KPI's), 2010.
- Instituted a process which enhanced collaboration between Accounting and IS; brought department together to work in the same timeframe to run monthly reports and established methods to validate data before publishing, 2010.
- Overhauled corporate the website and intranet, 2008.
- Re-engineered project information life cycle to improve data collection and reporting discrepancies, 2007 - 2008.
- Generated an automated reporting system which allowed for the habitual distribution of information out to appropriate personnel, 1997 and 2008.
- Improved business process with new ERP system, 2005 - 2006.
- Converted windows based accounting system to Deltek Vision ERP system, 2005.
- Directed and facilitated the management process and organization of establishing common business and system processes to advance the use of each Info Center within Deltek Vision.
- Introduced new work processes which improved labor efficiency by 30%, 2004.
- Created Project Analyst role; improved information accuracy by 70%, 2003.
- Converted from DOS based accounting system to Windows based accounting system, 1998.
- Developed a custom project management system to efficiently and effectively collect enterprise-wide project data, 1998.
- Created electronic invoicing program; improved billing efficiency by 50%, 1996.

Additional Experience:

Accounting Supervisor/Senior Financial Accountant, ABC Company, Any Town, USA, Jul. 1990 - Jun. 1994

EDUCATION

Bachelor of Science in Accounting and Computer Science
Minnesota State University, Mankato, Minnesota

SPECIALIZED TRAINING/PROFESSIONAL DEVELOPMENT

- Continuous Education and Seminars in Regulatory Activities and Management Skills Including:
 - Database Management
 - ESOP Regulations and Formation
 - Federal Acquisition Regulations (FAR)
 - Qualified Plan Administration

PROFESSIONAL AFFILIATIONS/COMMUNITY INVOLVEMENT

- American Council of Engineering Companies User Forum
- Deltek Vision - Large Firm User Group
- Deltek Vision - Power User Group
- ESOP Council
- Microsoft UC User Group of Any Town
 - Any Town SharePoint User Group
- Youth Football, Baseball and Soccer Coach

Personal and Professional References Furnished Upon Request