

TERRY T. THOMPSON

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SENIOR CORPORATE FINANCE & OPERATIONS EXECUTIVE

V.P., Finance & Operations/V.P., Finance & Administration/Senior Staff Accountant/Corporate Tax Manager
Start-up Enterprises, Turnaround & Revitalization, High-Growth Organizations

PROFESSIONAL PROFILE

A multifaceted, dedicated, and solutions-focused Senior Finance and Accounting Executive with a career demonstrating visionary leadership, expertise, and outstanding performance in business start-up and financial/operational management of multi-site, nationally, and internationally based operations. Strategic business leader with strong management, human resource, communication, personnel development, problem-solving, and decision-making skills. Success in optimizing efficiency and profitability through delivery of value-added systems, programs, and procedures. Proven track record in increasing organizational effectiveness, performance, and productivity. Results-oriented individual with an exemplary track record of success in strategic planning, revenue enhancement, financial reporting/management, organizational development, and accounting. Direct and decisive leader with “hands-on” management style. Team player recognized for propensity to establish and maintain solid relationships with employees, co-workers, executive management, and key internal/external stakeholders.

CORE COMPETENCIES

- *Strategic Planning & Execution*
- *Asset Management*
- *Planning & Development*
- *Revenue Enhancement*
- *Resource Allocation*
- *Cash Flow Optimization*
- *Tax Return Preparation*
- *Profit & Market Share Growth*
- *Budgeting/Cost Controls*
- *Public/Private Accounting*
- *AR/AP Aging Analysis*
- *Contract Negotiations*
- *Operations Management*
- *Regulatory Compliance*
- *Financial Management/Reporting*
- *Forecasting/Reporting/Analysis*
- *Team Performance Optimization*
- *Insurance Analysis/Procurement*
- *Organizational Development*
- *401K Administration*
- *Personnel Management*

PROFESSIONAL EXPERIENCE

ABC Inc.

New York, NY

Jul. 2006 - May 2009

Vice President - Finance & Operations

- Anticipated company growth; initiated the software selection process to replace QuickBooks; implemented agency financial management software to automate job, timesheets, and expense management, online media payable, billing, and accounting.
- Selected Paradigm’s eService manager and Microsoft Dynamics GP after due diligence.
- Collaborated with the vendor; ensured a successful transition by setting milestones to evaluate the progress throughout the test phase; identified and employed key operational/management reports.
- Consulted with other team members; helped define a process flow for the agency to effectively use the new system and to increase efficiency and productivity.
- Conducted/handled contract negotiations for numerous client projects.
- Created the framework for the company’s budgets, software, and pricing models.
- Developed and instituted a company-wide disaster recovery policy; identified off-site work locations for staff in the event of a catastrophe.
- Interfaced with CEO weekly to discuss financial health of company; presided over monthly budget and P&L meetings with various department heads.
- Managed day-to-day operations and functions of Accounting, Human Resource, and Facilities teams.
- Administered a new, cost-saving 401k plan through the current payroll provider.
- Acted as point person/coordinator throughout office relocation; provided vendors and direction for the move.
- Evaluated potential financial institutions for banking; prevented costly expenses and received higher caliber of service.
- Assessed current and future coverage needs for both Professional Liability and Errors and Omissions Insurance; monitored the costs.

PROFESSIONAL EXPERIENCE (CONTINUED)**USA Concepts LLC.****New York, NY****Aug. 1998 - Jul. 2006****V.P. - Finance & Administration (Aug. 1998 - Dec. 2004)/Consultant (Jan. 2005 - Jul. 2006)**

- Reviewed all accounting and finance department-related work including 401k preparation and funding.
- Initiated 401k year end audit with outside accountants and 5500 preparation.
- Conducted State of New Jersey Corporate Income Tax Audit.
- Appraised New York State Sales and Use Tax Audit.
- Conducted meetings and review of company's insurance renewal process.
- Administration of office management.
- Led and monitored daily actions of all financial staff; ensured and enforced prescribed policies and procedures i.e.: financial reporting, assurance of best practices, and maintenance of accounts, and controls.
- Interfaced directly with the CFO of parent company regarding SEC compliance as well as monthly and year-end financial reporting.
- Worked with Event Group Managers to develop profitable budgets for new client assignments.
- Negotiated with clients and their legal department regarding contracts for various projects and programs.
- Composed financial analysis reports for the organization including monthly and quarterly reporting of actual and forecasted numbers; conducted special studies and produced evaluations in customized formats for top management.
- Prepared and reviewed Percentage of Completion schedules for special events programs.
- Trustee for the company 401k plan; met with investment managers and determined investment options available to employees; presided over the committee recommending a change to new 401k Investment Company.
- Instituted cash flow analysis and all banking functions for the company as well as accounts receivable and payable aging analysis.
- Executed yearly analysis of company's insurance requirements; appointed as liaison to current insurance brokers.
- Negotiated lease agreements for all ten (10) offices throughout the country; responsible for all company assets.
- Took on role of company headquarter administrator; approved procurement of all office-related equipment, supplies, and services.
- Coordinated the relocation of company headquarters; interacted with architects, engineers, and moving company.
- Oversaw plan administration for one hundred and fifty (150) American Express corporate cardholders.
- Involved in the merger of US Concepts with CoActive Marketing Group (CMKG) December 1998; acted as liaison to accounting and legal firm; structured accounting procedure and banking integration.

Samuel Oser & Associates CPA's**Mineola, NY****Mar. 1984 - Aug. 1998****Senior Staff Accountant**

- Conducted monthly and year end audits and reviews for twenty (20) clients.
- Prepared quarterly and year end financial statements.
- Produced quarterly withholding tax and sales tax returns.
- Reviewed and performed audits with various government agencies.
- Generated income tax returns for corporations, partnerships, and fiduciaries.
- Examined internal accounting procedures for various clients.
- Analyzed and processed 401k year end procedures and reporting documents for clients.

EDUCATION**Baruch College, City University of New York**
Bachelor of Science, Accounting**TECHNICAL ADDENDUM**

- ADP ▪ eSM Financial Systems ▪ Great Plains ▪ MAS90 ▪ QuickBooks Premier 2009 ▪ Microsoft Office Suite

References Furnished Upon Request