

DIRECTOR OF FINANCE

Executive Profile

Dynamic, results-oriented Controller with over 25 years of experience, demonstrating expertise in financial reporting and analysis. Strong track record in creating and implementing internal controls, to reduce the risk of fraud, exposure and loss. Created SOD to increase efficiency and set standards for compliance within the finance department. Applied testing processes and procedures to improve financial operations. Hands on Manager who is effective at creating a team environment. Proficient plus in all aspects of General Ledger, BS and P&L financial reporting. Well versed in treasury management and reporting across numerous industries as well as internal and external audits and regulatory compliance.

Skill Highlights

Financial Management

Financial Reporting and Analysis

Maintain/Update General Ledger

Treasury Management

—Process Improvement & Finance Controls— Implementation

Sarbanes-Oxley Compliance

GL Account reconciliations

Sales Commission Analysis

Sales D&A analysis

Inventory Reconciliation

Customer relations

Payroll Management —

Staff Training & Management

—Accounts Payable & Receivable

Fixed Asset Management —

State Reporting incl. Sales Tax Filings

- Oracle Financials —
- QuickBooks
- Asset Keeper
- Discovery Payroll
- Excel 2013
- ADP-Etime
- Kronos
- PeopleSoft
- Excel 2013
- MSOffice

Core Accomplishments

Developed financial controls that successfully scaled as the company grew in annual revenues. Hired and trained a defined accounting department and established SOD to reduce risk of fraud and exposure.

Successfully managed annual audits in which no material weakness were noted by auditors. Assisted in accelerating month end closing processes to the 5th business day of every month. Provided timely and accurate financial reports on operating entities. Negotiated discount terms with Vendors not currently offering. Recaptured 100K+ of lost D&A costs and created/reclassified accounts for better analysis and financial reporting for sales team. Worked with plant manager and department heads to create Purchase order template and approval controls to reduce lost time and money. Worked in creating AR processes to ensure timely collection of all accounts falling into the 30 day and over buckets.

Professional Experience

December 2014 to Current

Company Name City , State Director of Finance

Providing effective financial leadership by developing and implementing efficient accounting controls, segregation of duties and defined roles within the accounting department. Enable strategic foresight into the business by modeling, planning and executing financial processes. Reduce risk, exposure and loss, specifically with D&A by establishing cost effective ways to track and measure financial impact. Providing knowledgeable and accurate financial reporting to management. Execute accounts receivable reporting enhancements for timely collections. Ensure firm account reconciliations as well as continually addressing and resolving unexpected variances. Complete monthly bank reconciliations. Assist CFO with daily sales reporting and analysis.

June 2004 to December 2014

Company Name City , State Assistant Controller/Accounting Manager

Manage all accounting operations, financial close, financial reporting and reconciliations. Prepare, review and present accurate financial statements

at each month end. Provide firm reconciliations, including general ledger, treasury and payroll. Manage treasury accounts and cash flow. Key player in automating otherwise manual processes. Established and assurance of Sarbanes-Oxley compliance for accounting functions. Comply with federal, state and company policies and regulations, including filing of all annual reports, franchise taxes and foreign tax filing. Manage successful quarterly and annual internal/external audits with no material weaknesses. Hire/train/evaluate 13+ accounting staff.

January 1992 to January 2004

Company Name City , State Controller

Managed accounting operations, financial close, account reporting and monthly reconciliations. Prepared accurate consolidated financial statements pertaining to cash receipts, expenditures and profit and loss at each month end. Managed annual external audits. Directed corporate accounting system conversion into AccPac Plus accounting platform. Completed monthly bank reconciliations for multiple bank accounts, with no discrepancies. Maintained fixed assets, calculated and recorded monthly depreciation and amortization. Managed general ledger for five companies. Reconciled 12M+ inventory. Managed all facets of Payroll for 80+ employees including filing of all payroll taxes, quarterly and annually. Prepared W-2's and 1099's annually

Education

2000

Colorado State University

City , State , US

Bachelor of Arts

2002, Colorado State University Fort Collins, CO, USA

Bachelor of Arts

1995, Front Range Community College, Fort Collins, CO

Associates in Accounting

Skills

Corporate Accounting, Accounting Operations, Audits, Cash, Filing, Financial Statements, General Ledger Reconciliations, Payroll and PR Reconciliations, Accounts Payable, Bank Reconciliations, Asset Mgmt, Fixed Assets, Inventory Reconciliations, Journal Entry Maintenance, Financial Reporting, Sarbanes-oxley, Adp Payroll System, Asset Management, Excel, Finance, Financial Analysis, Financial Operations, Kronos, Oracle, Oracle Financials, Peoplesoft, Process Improvement, Quickbooks, Regulatory Compliance, Sales analysis, Sales Tax, , Staff Training, Testing, Training, Treasury Management