

CORPORATE ACCOUNTANT

Summary

Strategic and analytical finance professional with 23 + years of success in financial reporting, analysis and project management. Highly motivated professional who thrives in high-pressure environments. Excellent financial reporting, budget forecasting, management and team-building skills. Accomplished and results-oriented in each business endeavor with consistently meeting deadlines and increased company revenue. Highly skilled at increasing productivity through detailed cost analysis.

Highlights

- Superior time management
- Financial modeling
- Financial reporting expert
- Variance analysis

Accomplishments

Increased cost-effectiveness by 28 % through compliance enforcement and implementation of a new quality control system. Led the development of multiple financial reporting methods to measure productivity and efficiency. Increased efficiency of discrepancy investigations by designing a more accurate cash-forecasting system.

Experience

Corporate Accountant

May 2015 to March 2016 Company Name - City , State

Relocated to corporate offices and continued to handle all financial aspects of Biologics Development Services, along with 7 additional entities that were start up companies.

VP of Finance/Operations

September 2013 to Current Company Name - City , State

- Responsible for the site management of the BDS facility (laboratory, storage, archive, server room, office areas etc.), equipment, utilities, supplies, security, general maintenance, and human resources.
- Controller of financial operations (accounting, payroll, purchasing, financial forecasts, etc.).
- Also Watson LIMS Administrator and back-up Archivist and back-up Document Coordinator.

Controller/Office Manager

September 2012 to Current Company Name - City , State

- Responsible for all financial aspects, which includes reporting directly to the CEO.
- Assisting in the implementation of entire office: including working with general contractors on modifications/completion of build-out, purchasing/installation of equipment for lab and office furniture.
- Setup and implementation of procedures for all processes in the facility.
- Initiated finding qualified vendors for all services, including installation of physical onsite server and backup system.
- Responsible for: Cash flow, accounting, payroll, human resources, purchasing, inventory, cost analysis, administrator/IT services, and facilitating new software programs and all general office services.

IT Administrator

September 2012 to May 2015 Company Name - City , State

- Responsible for the oversight, management, security, availability and operations of the IT infrastructure, network applications and software systems at BDS.

Assistant Controller

February 2009 to January 2013 Company Name - City , State

- Assistant Controller in completion & review of over 30 entities.
- Managed a staff of 9 accounting employees and over 200 offsite employees in HR, Payroll, Skyline system training, integrated a system wide remote banking process, set up procedures to minimize labor costs.
- Managed office services, IT Services to include backup systems and troubleshooting errors.
- Assisted in providing documentation and schedules for external auditors for year-end review, refinancing of multiple entities, consolidated financial reporting for cash flow purposes, completed programing for automation of escalations for 5 mobile home parks, procedural setup of flow processes to maximize productivity of employees, consolidated financial statements for corporate entities, prepared monthly financial forecasts; annual budgeting; Integrated with tenants on billing issues, which included: reconciliations, collections, deposits and monitored A/R receivables system wide.
- Reported financial information to partners the end of the month.

Property Accountant

August 2001 to August 2008 Company Name - City , State

- Assisted GM in monthly financial forecasts; annual budgeting; Integrated with tenants on billing issues, which included: reconciliations, collections of checks, deposits and making sure all tenants accounts were at zero by the end of the month.

- Billings included 3M + monthly with the responsibility of 213+ tenants.
- The billings included permanent and specialty leasing tenants; which included: reviewing all leases, abstracting and ensuring all charges were correct; as well as making sure all increases are set up correctly per year.
- Responsibility of overseeing the A/P function, including proper GL coding and input of all invoices; assisting with all department heads on any aspect of the accounting function as it pertained to their department.
- Running and review monthly reports: Income statements, Sales & Use tax, Petty cash reconciliations, Sales Reports, Gift Card reconciliations (Daily and Monthly), ADA Reports.
- Completing any and all; bad debt reserves, write-offs, reversals, and additional billings.
- Completing Annual Reconciliations of Real Estate Tax, Recharge increases.
- Common Area Maintenance, Central Plant, and Promotional Charges.
- Dealing with Collection companies, and Attorneys with any AR tenants that fall into bankruptcy, and any tenant over 90 days old.
- Assisted auditors with all internal and external annual audits, and implemented new accounting software program.

Controller/Accounting Manager

January 1994 to August 2002 Company Name - City , State

- Full Responsibility and managing all functions of 5 separate companies over my tenure.
- A/P, A/R, Collections, Time and Billing, Order entry, G/L, Financial Statements, Sales Commissions, Month end reports, closings of all modules.
- Processed credit cards via computerized software program, Reconcile Merchant and American express statements.
- Perform Bank Reconciliation's and work directly with auditors at year-end.
- Implemented procedural changes to control costs, with payroll and job cost system.

Charge Accountant

August 1993 to January 1994 Company Name - City , State

- Full Responsibility for A/P, A/R, Inventory, Cost Accounting, Purchasing, Assisted with all Sales Proposals, generating and reconciling all month end reports.

Production Manager/Accounting Supervisor

May 1988 to August 1993 Company Name - City , State

- Full Responsibility for managing entire manufacturing/production control departments (totaling 31 employees).
- Duties included but were not limited to the following: scheduling production flow, shipments, employee work schedules, overtime, and vacations; managed purchasing; primary customers interface on product status; customers included: Raytheon, Honeywell; chaired daily production meetings.
- Reported to the V.P. of Finance, responsible for all General Accounting and contract duties and supervised a staff of five people. Duties included but not limited to the following: financial statement preparation, management reports, ADP Payroll processing for 2 separate companies, assisted with Cost Accounting, G/L, A/P, A/R, Inventory Control, Order entry, Billing, Customer P.O. Administration and controlled Sales Commissions.
- ware, ADA, ADP payroll, A/P, AR, automation, back-up, backup, Bank Reconciliation, banking, Billing, Billings, budgeting, Cash flow, Controller, Cost Accounting, cost analysis, credit, documentation, Finance, financial, financial forecasts, financial operations, financial reporting, financial statement preparation, Financial Statements, general office, GL, human resources, HR, Inventory, Inventory control, LIMS, managing, meetings, office, network, Order entry, Payroll, processes, coding, Proposals, Purchasing, express, Real Estate, reconciling, reporting, Sales, Sales Reports, scheduling, Tax, troubleshooting, utilities, year-end
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Education

High School Diploma : Business Management/Accounting Zephyrhills High School - City , State