

CONTRACT ACCOUNTANT

Summary

More than ten years of progressive experience in manufacturing accounting

Currently preparing for CMA exam; CPA eligible

Strong motivator and morale builder with a positive outlook

Ability to communicate effectively with all levels

Cum Laude graduate with BBA in Accounting and Finance

Exceptional analytical, communication, and leadership skills

Advanced Excel skills

Experience with multiple ERP and Accounting systems - adapt well to different systems

Willing to relocate

Highlights

Advanced Excel, PowerPoint, Outlook, and Word skills *IFS, Macola Progression, NetSuite, JD Edwards, ADP Payroll, Tool\$, Crystal Reports, Global, FAS- Fixed Asset Software, Vantage, QuickBooks

Accomplishments

While at Robbins LLC, decreased month end close from a ten day close to a three day close without compromising the integrity of the financial statements.

Implemented paperless AP filing system while working at Robbins LLC. This saved a large amount of time during audits or when researching issues.

Received Robbins LLC's Presidential Award each year for going above and beyond job responsibilities, creating efficiencies, and cost savings.

Experience

Company Name January 2014 to Current Contract Accountant

City , State

- Contracted as accountant for client during a maternity leave (Client ERP software NetSuite).
- Bookkeeping for clients and personal taxes.
- Assessed and advised client on internal controls, audit follow up to ensure policy and procedure compliance and effectiveness.
- Made client recommendation of purchasing card use. Wrote policies and procedures for client. Through rebates and extension of cash flow resulted in 22% total annualized savings.

Company Name January 2008 to January 2014 Quality Manager

City , State

- Lead a team of direct report quality assurance specialists and inspectors.
- Build Effective relationships with customers, vendors and plant employees.
- Manage product inspections to identify and isolate quality issues.
- Ensure plant compliance with ISO 9001:2008.
- Zero findings on first plant ISO audit.
- Education, motivation and training of plant workforce.

Company Name March 2008 to April 2013 Senior Staff Accountant Promoted to Quality Manager

City , State

- Responsible for month end closing process for three plants
- Cash management
- Management of all AP and AR functions
- Supervision of AP/AR clerks
- Comparative Financial Statements preparation and review for three separate plants as well as consolidated.: Financial statement analysis; Balance sheet reconciliations; Variance accounts analysis; deep analysis requiring much research
- Preparation of Bank Borrowing Base Certificate/ Bank Covenant compliance
- Lead semiannual bank audits and financial statement audit
- Financial results reporting to President when VP of Finance is unavailable
- Year-end inventory audit/verification
- Key member of the Robbins Financial Control Committee/internal control testing

- Annual Budget preparation and monthly review with department managers
- Standard cost and pricing of Molded Product
- Assist with raw material and Customix standard updates
- Miscellaneous projects, assist or advise where/when needed.

Company Name January 2004 to January 2008 Staff Accountant
City , State

- General ledger: BS accounts, fixed assets, inter-company accounts
- Sales and use tax for multiple states
- Prepared/implemented procurement card policy and procedure
- Key member of fixed asset module implementation
- Assist with acquisitions.

Company Name January 2004 to January 2004 Staff Accountant
City , State

- Payroll and cash management.

Company Name January 2003 to January 2004 Accounts Receivable
City , State

- Accounts receivable and accounts payable.

Education

University of North Alabama 2004 BBA : Accounting and Finance City , State GPA: TVA Investment Challenge *Alpha Theta Chi Collegiate Honor Society *Delta Mu Delta National Honor Society in Business Administration *Graduated with Honors (Cum Laud GPA: 3.7

*Accounting and Finance TVA Investment Challenge

*Alpha Theta Chi Collegiate Honor Society

*Delta Mu Delta National Honor Society in Business Administration

*Graduated with Honors (Cum Laude GPA: 3.7)

Columbia State Community College 2001 State , Columbia
Educational Activities/Awards

- Extracurricular activities University of North Alabama: Alpha Chi Accounting Club, Phi Beta Lambda Business Leadership Club, Bisk Student Representative Columbia State Community College: Student Council Member (Lawrence County Site) Awards received University of North Alabama: Sarah R. Brown Scholarship, All-American Scholar, Dean's List,, National Collegiate Business Merit Award, Accounting Achievement Award, Institute of Management Accountants National Conference Attendance Scholarship Columbia State Community College: Lloyd Booker Memorial Scholarship, Dean's List

Skills

Month end close, Year end close, Cash Management, Supervision, AP/AR, Acquisitions, ADP Payroll,Balance sheet, Bookkeeping, Budget preparation, Cash Flow, Crystal Reports, ERP, Financial Statements, Financial statement analysis, Fixed Assets, General Ledger, Internal Control, Inventory, Payroll, Quality Assurance, ISO, ISO 9001, IFS, NetSuite, JD Edwards, Macola, Excel, Outlook, PowerPoint, Word, QuickBooks