

JANE DOE, C.P.A.

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CONTROLLER

Accounting Manager | Senior Accountant

Highly knowledgeable and results-driven C.P.A. with successful history developing and improving accounting processes for small to mid-size businesses and multi-million dollar companies. Hands-on Business Administrator with 15+ years' experience managing financial operations. Respected leader with broad knowledge of cost estimation and government/corporate accounting for single entities and multiple divisions. Effective accountant capable of developing internal controls that increase efficiency and enhance accuracy of financial reporting.

Budget Analysis ■ Financial Statement Preparation ■ Cash Management / Forecasting ■ Auditing ■ Reconciliation ■ Payroll Preparation ■ Month & Year-End Closing ■ Pro Forma Financial Statements ■ Intercompany Transactions ■ Ad Hoc Reporting ■ Depreciation ■ General Ledger Accounting & Reporting ■ Consolidation ■ Assets & Liabilities

Technology Proficiencies:

Peachtree, QuickBooks, Business Works, A2I Profitmaker, Open Systems, ADP, and Paychex

PROFESSIONAL EXPERIENCE

ACCOUNTING MANAGER (Part-time) 1993 to Present
Company Name | City, ST

Provide financial analysis and cost accounting expertise to chemical research and development corporation with annual sales of approximately \$300K. Report directly to President and handle payroll process, accounts payable/receivable, consolidations, ad hoc reporting, and intercompany transactions. Calculate direct and indirect overhead rates and implement figures into contract proposals and ongoing projects. Conduct year-end closing functions and complete corporate income tax forms.

- Created new chart of accounts to more accurately track direct and indirect costs and fringe benefits applicable to contract costs.
- Prepare/monitor budgets and cash flow statements and identify contract expense, volume, and revenue variances to pinpoint areas of improvement and develop needed solutions.

ACCOUNTING MANAGER 2004 to 2010
Company Name | City, ST

Originally hired to provide day-to-day financial reporting and general ledger accounting for company producing industrial steel rolls for variety of steel manufacturers. Took over many duties from CFO and utilized cost estimation expertise to determine profitability of machinery and manufacturing processes. Selected based on high level of performance and cost accounting proficiency to oversee construction finances of new \$19M plant in Washington, D.C. and supervise accounting administrative assistant when plant became operational. Processed payroll, handled accounts payable/receivable, and prepared federal and state tax forms. Assembled and presented consolidated financial statements and relevant efficiency reports including ad hoc reporting.

- Saved \$7K per year in outside accounting fees by preparing tax returns internally.
- Expedited month and year-end closing procedures and **reduced month-end closing time by 4 days.**
- Developed, presented, and maintained consolidated cash management and forecast reports for 8 divisions and identified excess cash to invest, **generating \$2K in monthly interest income.**
- Served as primary "go-to" person for Board of Directors due to demonstrated ability to meet tight deadlines and produce financial reports with 100% accuracy.
- Analyzed budgets for 8 divisions; **identified and reported oversight budget variances, saving \$1K monthly.**

CORPORATE ACCOUNTANT

1999 to 2004

Company Name | City, ST

Managed financial reporting for real estate developer with 9 LLCs, \$120M in total assets, and annual revenue of \$35M+. Oversaw payroll preparation for 100 employees and coordinated accounts payable/receivable. Key player in development, analysis, and implementation of annual budgets and served as liaison with bank for construction loans and cash flow management.

- Reviewed and analyzed financial statements and auxiliary reports with President, Vice President, and CEO; **identified areas of improvement and recommended solutions saving an average of \$2K per month.**
- Increased accuracy of expense reporting by developing and maintaining monthly depreciation schedules and eliminating year-end lump sum depreciation entry that had previously skewed variance between budget and actual expense.
- Created and oversaw 16 cash management and planning reports for 9 entities.

CONTROLLER

1998 to 1999

Company Name | City, ST

Employed on temporary basis to lead accounting team during external audit for lending institution with annual revenue of \$5M-\$10M. Prepared and analyzed financial statements, cash flow reports, and budgets. Performed month and year-end closing functions and prepared tax returns. Maintained inventory and asset control and monitored depreciation. Served as primary liaison with outside accounting firm during external audit.

- Created and executed financial reporting systems for new division.
- Suggested and implemented systems to improve audit trail and enhance accuracy of inventory, assets, and internal controls including depreciation.

ACCOUNTING MANAGER

1993 to 1998

Company Name | City, ST

Hired to direct accounting functions for corporation with divisions focused on advertising, automobile dealer supply, and real estate. Collaborated with President to analyze cash flow projections, budget reports, and financial statements. Prepared and presented monthly financial statements for 4 divisions, performed month and year-end closing functions and prepared corporate tax returns. Maintained inventory and asset controls, monitored depreciation, and trained and supervised accounting staff to ensure accuracy of general ledger.

- Developed and implemented chart of accounts and accounting functions for each new corporate division.
- Upon arrival, balanced checking account and **uncovered surplus of \$25K**; restored accuracy to accounting procedures.
- Instituted sales tax exemption certificate program to clarify customers' tax status.

EDUCATION, CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Bachelor of Science in Accounting, University of Maryland, College Park, MD

Certified Public Accountant, Maryland

Notary Public, Maryland

Maryland Teaching Certificate, Grades 1-8, University of Maryland, College Park, MD

Financial Forecasting/Cash Flow Modeling | Maryland Society of Certified Professional Accountants

Treasury Management Seminar | Bank of America

Managing and Improving your Cash Flow | Expert Financial Services, LP