

JOHN SMITH

DYNAMIC FINANCE EXECUTIVE AND BUSINESS DEVELOPMENT SPECIALIST

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ENTHUSIASTIC | RESOURCEFUL | ADAPTABLE | RESULTS-ORIENTED | RELIABLE | SELF-DIRECTED

Accomplished Performance-Driven Professional with proven success and cross-functional expertise in developing and improving accounting functions across multi-million-dollar companies. Outstanding technical, analytical, and business operations aptitude combined with complex problem-solving skills, visionary leadership, and exceptional talents in financial process management. Strong navigator of multiple competing priorities within fast-paced, schedule-driven environments. Motivated to excel via stellar performance in a challenging new role.

PROFILE OF KEY QUALIFICATIONS

- Risk Assessment and Mitigation
- Fiscal Analysis and Reporting
- Corporate Communications
- Influential Presentation Skills
- Human Resource (HR) Management
- Process Management and Oversight
- Logistics / Supply Chain / Vendor Management
- Staff Training / Development
- Relationship / Team Building
- Inspiring Leader / Mentor
- Solid Interpersonal Skills

AREAS OF SPECIALIZED EXPERTISE AND TRAINING

- Budget Development / Reconciliation / Reporting
- Planning and Analysis / Controls Management
- Accounting: General Ledger / International / Cost
- Revenue Recognition / Deferred Revenue
- Inventory and Procurement Management
- Finance Consolidation / Audit Preparation
- Generally Accepted Accounting Principles (GAAP)
- Business Development / Profit / Not-for-Profit
- Process Improvement / System Implementation
- Six-Sigma / Lean Manufacturing / Practices / Principles
- Regulatory and Sarbanes-Oxley (SOX) Compliance
- Financial Accounting Standards Board (FASB)
- Accounting Standards Codification (ASC)
- International Financial Reporting Standards (IFRS)

*Technical Proficiencies: Microsoft: Office Suite (Word, Excel, Outlook, PowerPoint); Dynamics GP
ERP | EDI | SAP | QuickBooks Pro | Emphasys Software | Crystal / Smart Reports | Solomon
ADP | Paychex | Paycor | Harpers Time and Attendance | Millennium | Salesforce | Clarizen*

EDUCATION / PROFESSIONAL DEVELOPMENT

Master of Business Administration Candidate (MBA-C), *Global Management*, University of Phoenix; Exp. 2021
Bachelor of Science / Bachelor of Arts (BS / BA), *Accounting / Finance*
Northeastern University – Boston, MA

SELECTED CAREER HIGHLIGHTS

- **Hands-on Accountant** to drive corporate goals and strategic objectives that meet functional / sustainability objectives.
 - *Proven record of performance excellence. Boosted communication and coordination efforts of global operations by successfully bridging gap between consultant and company. (Bennett & Company).*
 - *Advanced substantial sales and financial bottom-line growth from \$4M to \$55M over 7-year period.*
 - *Promoted continuous improvement for enhanced production to ensure seamless operations across various business functions. Provided competent leadership, solutions-oriented processes, and impeccable work ethic.*
 - *Leveraged LEAN process methodology to develop and drive key strategies and vision for continuous success in sales and business growth. Identified lucrative opportunities for joint ventures / alliances with companies / investors.*
- **Trusted relationship-builder** to unite with shared vision, inspiration, and motivation across all organizational levels.
 - *Successfully balanced operations performance to financial results, resulting in continuous margin growth. Simplified process optimization and customized reporting. Supported team-spirited environment with a collaborative culture.*
 - *Established trust to foster strong working relationships with colleagues, vendors, partners, and executive leaders.*
 - *Effectively coordinated with internal teams on various tasks and timelines for optimal results. Pivotal leader in tactical design and integration of in-house order tracking, costing, purchase order, and inventory systems.*

JOHN SMITH - CAREER TRACK

Director of Finance, Veterans Northeast Outreach Center – City, ST 2019 - Present

- Responsibly direct accounting department of non-profit organization; manage and steer full accountability of areas such as staff training and supervision, internal controls oversight, financial strategy development, target / goal setting, expense / cash flow monitoring, insurance management, year-end audits, tax / regulatory compliance, and more.
- Strategically develop and drive effective accounting policies with focus on financial stability and progressive revenue growth. Minimize financial risk factors via strong assessment, analysis, and reporting on overall financial performance.
- Maintain sharp attention to detail to analyze, reconcile, and amend Grants from Federal / State governments.
- Display solid organization and time management to efficiently prepare fiscal forecasts and comprehensive budgets.

Accounting Manager, Corrona, LLC, – City, ST 2015 – 2019

- Provided direct oversight and accountability for robust range of accounting processes regarding revenue, receivables, payables, treasury, payroll, financial reporting, budgetary / forecasting, and various tax / regulatory filing cycles.
- Optimized seamless workflow of AR, AP, payroll, and monthly financial reporting via strong staff supervision and expert guidance and mentoring of [2] staff accountants and AP clerk.
- Steered strategic development and documentation of annual budget and quarterly forecasts (P&L, BS, SCF) via collaborative partnership with department leaders.
- Confidently presented insights on various topics (i.e. headcount growth, comparative metrics, industry trends, etc.).
- Delivered critical support in all aspects of financial statement audits (i.e. statement creation and corporate tax return). Ensured accurate and timely tax filings with presentation to statutory account preparers in accordance with timelines.
- Leveraged skilled use of technical / financial systems to productively conduct various functions such as reconciliations, and process development to improve internal controls and generate monthly financials

Director of Finance, Worcester Housing Authority – City, ST 2013 – 2014

- Controlled all financial aspects of not-for-profit agency, including financial reports, fiscal analysis, and auditing.
- Honed expert skills in preparing and crafting special purpose / grant budgets and federal / state operational budgets.
- Demonstrated outstanding leadership to supervise talented teams across cross-functional departments, including Accounting, Purchasing, and Inventory.
- Improved internal controls and generated more comprehensive monthly financials via development and implementation of efficient processes and protocols.
- Actively participated in audits to ensure regulatory compliance with all federal / state / local government agencies.

Controller, Steinhauser, Inc. – Sudbury, MA | **Accountant**, MERCK Pharmaceutical – City, ST 2012 - 2012

- Issued financial business plan and operating budget with integration of annual marketing plan. Managed annual auditing processes of financial statements and all entities to ensure overall bank, loan, and regulatory compliances.
- Served as 'Procurement Manager' to confidently secure multi-million-dollar contracts for MERCK.
- Efficiently negotiated relined contracts and drove project management to successfully bridge gap between supplier and procurement department. Formulated detailed accounting and cost analytical models.
- Skillfully presented data to management leaders to determine preferred vendors for collaboration.

Group Controller, Bennett & Company – Newburyport, MA 2001 - 2011

- Oversaw shared service accounting, and business administration functions for international manufacturing company.
- Led accounting team of [20] personnel for accountability in performing broad range of financial activities (i.e. GL accounting / reporting, global logistics / customs, and warehouse management).
- Steered forecast meetings created strategic planning and financial models and implemented influential sales and manufacturing tactics to aid in substantially expanding customer base.

ADDITIONAL BACKGROUND

Assistant Controller / Accounting Manager, Bennett & Company – Newburyport, MA (10-Years)