



DIANE ACCOUNTANT, CPA

12345 Money Drive ♦ Success, MD ♦ (555) 123-456 ♦ abcmoney@aol.com

Highly Experienced Controller

Results Oriented Achiever and Experienced Accounting Professional with a track record of successfully managing a broad spectrum of financial reporting, general ledger, P&L and reconciliation responsibilities. Expertise in project management, training and mentoring staff, corporate auditing and supporting client initiatives for accuracy and compliance. Reputation for superior business savvy and ability to streamline business processes for higher productivity and efficiency. Seeking an Controller position with a progressive organization that values leadership, determination and precision.

Professional Profile

- ♦ Provide financial leadership and execute key business initiatives; drive financial results, monitor operations and performance milestones and metrics, and ensure accuracy of financial reporting and integrity of control environment.
- ♦ Provide solutions for complex problems, business processes and organizational issues.
- ♦ Develop appropriate analytical models/schedules to ensure optimal profitability and efficiency of operations.
- ♦ Provide leadership and coordination of company financial planning, debt financing, and budget management functions; ensure accounting procedures conform to generally accepted principles.
- ♦ Monitor and analyze monthly operating results against budget.
- ♦ Manage the preparation of the official annual report of actual revenues, transfers, and expenses, prepare financial outlook and forecasts.
- ♦ Extensive knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles, automated financial and accounting reporting systems.

Key Skills Summary

Ability to Work in a Fast Paced Environment
 Build & Maintain Strong Client Relationships
 Perform Critical Business Analysis/Improvement
 Complete Thorough and Accurate Reconciliation
 Consistent Progression and Responsibilities
 Time Management and Scheduling

Effectively Manage Multiple Projects
 Excellent Presentation and Communication Skills
 Exercise Experienced Backed Judgment
 Lead/Manage/ Motivate High Performance Staff
 Strategic Leadership and Planning
 Strong Analytical Skills/Detail Oriented

Professional History

American Company ABC, Chicago, IL - Corporate Controller (2001 to 2009)

- ♦ Provided oversight for the accounting operations including the production of periodic financial reports, maintenance of accounting records, and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the company's reported financial results.
- ♦ Performed SEC filing and reporting for a real estate investment trust with an annual revenue of \$100MM; led comprehensive reviews of consolidated financial statements for 30 separate entities.
- ♦ Interacted with the President, CFO, Vice-President of Finance and Corporate Counsel to define strategic financial plans for the organization.
- ♦ Established solid working relationship with representatives from outside accounting firms to prepare quarterly and year end reviews.



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Arthur Andersen, Chicago, IL - Controller/Senior – Business Process Outsourcing (2000 to 2001)

- ♦ Provided Controller Services for high profile Arthur Anderson clients; maintained presence on clients work site to lead general accounting, AP/AR and GAAP Compliance initiatives.
- ♦ Managed client accounting and support staff in the preparation of journal entries, financial statements and cost benefit analysis processes to define opportunities for improvements.
- ♦ Assisted newspaper, real estate and retail chain clients in conforming to all reporting and financial accountability standards, developed accounting re-engineering plans and provided oversight for due diligence activities as needed.

The Yacht Club, Palm Beach, CA - Controller (1998 to 2000)

- ♦ Provided leadership and coordination for financial planning, debt financing and budget management functions for a \$200MM international charter company.
- ♦ Recommended benchmarks for measuring the financial and operating performance of divisions and departments; maintained consolidated financial statements for US and Foreign operations.
- ♦ Monitored and analyzed monthly operating results against budget, oversaw cash management for sales division and prepared trend analysis to assist management in purchasing decisions.
- ♦ Directed and coordinated debt financing and debt service payments with external lender.
- ♦ Prepared documents for annual audits on U.S. and foreign operations and completed intercompany reconciliations for foreign affiliates.

Key Company, Chicago, IL - Controller (1997 to 1998)

- ♦ Directed preparation of financial statements, business activity reports, financial position forecast and annual budget for a \$100MM healthcare organization.
- ♦ Provided leadership for a staff of 8 Payroll, HR, AP/AR and Collections departments; streamlined and standardized accounting practices to ensure accuracy and efficiency.
- ♦ Handled cash-flow management, fixed assets and depreciation reports and processed property tax returns.

Company 123, Southington, SC - Corporate Accounting Manager (1990 to 1996)

- ♦ Managed corporate accounting activities for a service and distribution organization with an annual revenue of \$100MM; prepared general ledger, financial statements and due diligence research on potential acquisitions.
- ♦ Led day to day activities for 7 Accounting Support Staff; implemented employee training and development programs to drive performance.
- ♦ Acted as lead for annual audit, calculated unicap adjustments for inventory management and provided administration for annual sales and royalty programs.

E d u c a t i o n / C e r t i f i c a t i o n s

University of Michigan - Bachelor of Science in Business, Accounting Major
Certified Public Accountant