

First MI Last, CPA

Street address, City, ST Zip

Phone

email@wherever.com

Finance and Accounting Professional with over 20 years of proven progressive experience in all positions held. A positive and pro-active work ethic combined with dedication and attention to detail makes me an ideal candidate to assist any organization in exceeding their goals.

SUMMARY OF QUALIFICATIONS

Strategic Financial Planning

SEC Filings and Reporting

Financial Modeling

Financial Reporting

Internal & External Auditing

Cash Flow & Budgeting

EXPERIENCE

Company Name

mm/yyyy - Present

CFO

Directs financial strategy, planning and forecasts; conferring with the CEO. Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets. Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and all 403(b) compliance issues are met, and the preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information. Ensure adequate cash flow to meet the organization's needs. Supervise accounts payable and payroll function. Oversee the third party billing of insurance claims for Medicaid, Medicare and other third party insurance companies. Prepare monthly financial statements, oversee month-end closing and oversee day-to-day operations.

Company Name

mm/yyyy - mm/yyyy

Director Financial Reporting

Prepare all SEC filings including financial statements, footnotes, disclosures and supporting documents. Recognized, researched and resolved SEC reporting and related US GAAP reporting issues. Coordinate audits with external auditors as well as regulatory agencies.

Company Name

mm/yyyy - mm/yyyy

Controller

Prepare financial statements for facilities/owners, review month-end entries, supervise payroll function, A/P function and financial accountants, oversee month-end closing and day-to-day operations, prepare corporate budget, compile monthly statistics for all facilities, prepare quarterly tax filings, assist auditors in year-end audit, prepare construction forms such as AIA and monthly draw requests and prepare constructions budgets.

Company Name

mm/yyyy - mm/yyyy

Vice President of Finance

Develop strategic financial objectives with senior management, manage cash flow budgeting, financial statements, financial modeling, supervise payroll function, A/P function and financial accountants and internal audit department, oversee month-end closing and day-to-day operations, create and implement SOP's, analyze monthly budget to actual variances, assist external auditors in year-end audit.

Company Name

mm yyyy – mm yyyy

Chief Financial Officer, VP of Finance, Treasurer and Controller

mm yyyy – mm yyyy

Directed and participated in the development of corporate strategy, being actively involved in the process and preparation of the overall company strategy and organization. Provided advice, counsel and guidance to senior management on all operational and strategic issues.

VP of Finance, Treasurer and Controller

mm/yyyy – mm/yyyy

Developed strategic financial objectives with senior management, assisted in the preparation of SEC reporting including quarterly 10-Q's and annual 10-K's, managed cash flow budgeting, financial statements, consolidations and financial modeling, negotiated and maintained financial relationships, including ABS market, prepared and presented quarterly reports to the Board of Directors, prepared regulatory reports, supervised payroll function, A/P function and financial accountants, oversaw month-end closing and day-to-day operations, analyzed monthly budget to actual variances, oversaw quarterly and year-end audits, assisted external auditors in year-end audit and income tax preparation and administered Employee Stock Purchase Plan.

Company Name

mm yyyy - mm yyyy

Assistant Controller

Prepared regulatory reports, financial statements, monthly variance report, cash management, month-end entries, including fixed assets and prepaid accounts, reconciled general ledgers to subsidiary ledgers, oversaw computerized accounting system, FOX, ACH and return items, maintained investment accounts.

Company Name

mm yyyy - mm yyyy

Assistant Controller

Prepared regulatory reports, financial statements, GAP reports, consolidations, managed the investment system and implemented a computerized accounting system.

Company Name

mm yyyy - mm yyyy

Cost Accounting Senior Analyst

mm/yyyy – mm/yyyy

Supervised the cost accounting function, including the preparation of the monthly reports and periodic profitability analyses, the implementation of enhancements to the system, the preparation of the other revenue and expense portions of the annual budget plan, prepare capital calculations, and the reporting of actual versus budget variances.

Financial Analyst

mm/yyyy – mm/yyyy

Maintained the cost accounting system, prepared monthly variance reports, researched questions regarding invoice coding and assisted the Cost Accounting Supervisor as requested in preparing budget materials and profitability analyses.

EDUCATION

College or University - Graduated May yyyy

BBA in Accounting - Dean's List Twice - Fall yyyy and Spring yyyy

SKILLS

Microsoft Office, Sage, Eclinical, Yardi, Job view, MAS90, ADP, Shesunoff, Peachtree, Solomon, IPS software, Lantastic, Novelle, Lotus 1-2-3, Excel, R-Base, Word Perfect, Word, 10-Key Calculator, New Trend Cost Accounting Software, Interpersonal Skills, Supervisory Skills.