



Maryse Durgan

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EXPERIENCE	DIRECTOR OF ACCOUNTING & CONTROLLER	Houston, TX
11/2016 – present	<ul style="list-style-type: none">• Supports leadership/s strategic decision making by ensuring informative management reports and analysis are created and disseminated on a routine basis• Oversees and prepares monthly, quarterly, annual financial status reports for department-wide operations, indirect cost models, projects, groups within UMP, senior leadership and the Board of Directors• Staffs the Board Audit Committee and supports the CFO in engaging the Committee around issues and trends in financial operating models and delivery• Oversees preparation of all financial reports and analysis for all levels of management while ensuring the proper accounting/internal controls and analytical systems and approaches are in place• Responsible for directing the treasury services for the organizations, including weekly cash forecasting• Creates and implements financial policies and procedures to identify, resolve and document accounting issues in addition to creating procedures to make the close and reporting process more efficient and accurate• Safeguards assets and assures accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments	
08/2012 – 06/2016	EXPENSE ACCOUNTING CONTROLLER	Philadelphia, PA
	<ul style="list-style-type: none">• Actively determine and document significant items impacting expense results by line, region, sub-division and cluster on a monthly, quarterly and annual basis for communication to COO's during the month end process• Manage and develop general ledger systems and databases that can be used to increase reporting and expense transparency• Coordinate with Global teams for gathering Intel and consolidating results to be presented to Senior Management• Provide intelligence into global analytics that may include actual, forecast, and budget commentaries• Manage the expense forecasting process from initial drip rated to Final Flash monthly reporting• Month end close, posting of accruals, pre-payments and ledger adjustments• Support ad hoc NCE inquiries and analysis from Senior Business COOs and other business partners	
06/2005 – 04/2012	ACCOUNTING CONTROLLER	Los Angeles, CA
	<ul style="list-style-type: none">• Responsible for managing the conversion of the Xerox Subcontracts from Intercompany billing to standard Commercial practice under the Atos transformation, including participating in the writing of Statement of Work (SOW's), and specifically responsible for generating the cost modeling and rate development• Development of streamlined and accurate reporting process for metrics and volumes from Operations to Finance for use in the Invoicing process as Xerox Services ITO converts to Atos• Acts as the financial point of contact to the client prior to and upon transition to Atos, for execution of the newly developed commercial Statement of Work• Lead for the offshore accounting and financial analysts assigned to the Xerox Subcontracts upon transition to Atos• Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records• Supervisor and mentor to accounting staff members• Participation in the budgeting and forecasting process for the Xerox Subcontract Line of Business	
EDUCATION	MICHIGAN STATE UNIVERSITY	Bachelor's Degree in Accounting

SKILLS	<ul style="list-style-type: none">• Member of professional accounting body (CPA or equivalent; CIMA, ACCA)• Fluent spoken and written English, Dutch• MS Excel (advanced), Word and PowerPoint• Working knowledge of US GAAP and DUTCH GAAP• Knowledge of SAP an advantage
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- Manage the monthly and quarterly close process for Latin America geo (LATAM), including financial statement reviews with corporate and business groups to ensure integrity of the financial statements
- Provide guidance and hands-on operational direction to the Shared Services organization responsible for supporting LATAM's A/R, A/P, GL activities, as well as account reconciliations
- Analyze financial information to assist management in increasing profitability; make recommendations towards sound business decisions while ensuring compliance with company policies and procedures
- Ensure adherence with the company's financial accounting policies
- Implement and maintain adequate and effective processes to improve the close and reporting cycles and ensure timely and accurate reporting