



Resume Sample for position «Accounting Manager, Controller»

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EXPERIENCE

CONTROLLER / ACCOUNTING MANAGER

Los Angeles, CA

11/2014 – present

- Direct financial audits and provide recommendations for procedural improvements
- Develop, improve and issue timely monthly financial reports
- Develop, improve and issue timely monthly financial statements, financial plans, budgets, and financial forecasts
- Manage and track the performance of invested assets in keeping with policies and investment guidelines
- Work with department heads and staff to develop operating procedures as it relates to finance
- Provide financial analysis tools to evaluate company ventures or special projects Manage commercial banking relationships
- Manage the close process (month, quarter, year-end)

12/2008 – 05/2014

ASSISTANT CONTROLLER / ACCOUNTING MANAGER

Dallas, TX

- Full maintenance of the company general ledger, chart of accounts, and all financial records
- Full charge for monthly and annual financial closing process
- Evaluate and apply internal controls to achieve accurate and efficient accounting systems and compliance with company, professional, and government accounting practices
- Company financial reporting including the preparation of regular financial statements, necessary corporate filings, and specialized management reports
- Develop policies and procedures to safeguard company assets and ensure transactions are recorded properly
- Provide key business analytics related to
- Create a monthly close calendar, determine the division of tasks for team members, present proposals to supervisor for resolution of important issues and ensure deadlines are met by the team

10/2006 – 11/2008

ACCOUNTING MANAGER / ASSISTANT CONTROLLER

Los Angeles, CA

- Highly motivated team player who can manage a team and work cross-functionally
- Identify and implement process improvements and system enhancements
- Assist in special projects as necessary
- Assist with M&A and due diligence
- Manage monthly, quarterly, and year-end financial close process
- Manage day-to-day accounting department operations for multiple entities
- Develop and maintain accounting policies, procedures and internal controls

EDUCATION

UNIVERSITY OF FLORIDA

Bachelor's Degree in Accounting

SKILLS

- Proactive and self-motivated; excellent organizational skills, and detail-orientation are all essential
- Microsoft Excel proficient (Pivot Tables, V-Look Ups, Macros, etc.)
- Strong knowledge of US GAAP
- Strong attention to detail
- Proficiency with computer platforms and applications
- Polished and professional demeanor
- Ability to multitask
- Strong interpersonal skills
- Excellent communication skills
- Great interpersonal skills