

Resume Sample for position «Assistant Controller»

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EXPERIENCE ASSISTANT CONTROLLER

- 03/2014 present Processing AP/AR
 - Maintaining organization of general files
 - Tracking execution of cost savings projects and coordinating reporting in cost savings system
 - Promoting a safe work environment
 - Developing and following standard work to ensure location, business unit and Arconic ATEP Corporate deadlines are met
 - Driving year over year cost reduction initiatives, deeply analyze the operations manufacturing and material variances from standard cost
 - Coordinating the capital appropriation process and post-project reviews

10/2009 – 01/2014 ASSISTANT CONTROLLER

- Deploying business unit initiatives
- Providing leadership to ensure implementation of business improvement opportunities
- Identifying key levers to drive business improvement
- Participating in monthly financial reporting
- Participating in budgeting and forecasting processes
- Facilitating accounting and financial schedules for internal and external reporting
- Planning, assigning, and directing work

EDUCATION THE UNIVERSITY OF ALABAMA

SKILLS

- Strong accounts payable and receivable knowledge
- Excellent oral and written communication skills, strong attention to detail and the ability to work under strict deadlines are essential
- Strong general ledger, accounts payable, accounts receivable, payroll, income tax and banking working knowledge
- Knowledge of Solomon, QuickBooks and Quicken
- Quick starter; able to quickly grasp financial concepts and systems
- Strong analytical skills, with the ability to exercise good judgment and make decisions based on accurate and timely analysis
- Strong ability to understand and explain impact of (market) developments on business results and ability to translate into financial consequences
- Good working knowledge of the Accounts Payable process and general accounting principles
- Knowledge of utility industry and fund accounting for a not-for-profit organization desirable
- Strong attention to detail in analytical assessments; experienced in developing and maintaining high quality reports and analyses

Detroit, MI

Los Angeles, CA

Bachelor's Degree in

Accounting