

JANE E. DOE, CPA

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Dedicated accounting professional seeking a Director of Accounting or Controller role for a global manufacturer

Experienced CPA with a strong background as an Accounting Manager and a proven record to understand and apply knowledge on accounting/manufacturing regulations and ISO standards. Proven competency, in a leadership position, to move company toward global distribution. Career reflects a high capacity leader with years of combined experience and understanding of the role of accounting in short- and long-term corporate planning with financial management and accounting expertise to reduce costs and improve profitability.

PROFESSIONAL EXPERIENCE

PALLET MANUFACTURING, Philadelphia, PA January 2009 – Present
Accounting Manager (June 2010 – Present) / Staff Accountant (January 2009 – June 2010)

Manufacturer of wooden pallets, servicing other manufacturers, distributors, and warehousing facilities with annual revenues of approximately \$40M.

Promoted to a position on the management team. Successful record of working as a leading member of a newly formed group tasked to earn ISO 9001:2008 certification and expand national distribution to global markets. Instrumental in working within management team (VP of Operations, QA Manager, Manufacturing Manager, and Accounting Manager) and leading initial research and identification of necessary internal changes and documentation required for compliance with ISO standards.

Accounting Manager—Manage two Staff Accountants and a Payroll Clerk in all aspects of day-to-day accounting, preparation of financial statements, and other special reports as requested by the Controller or executive team. Provide organizational leadership while liaising with IT Manager, Inventory Control Manager, Master Production Scheduler, and other business leaders. Compile and submit year-end records and reports after interfacing with the company's CPA firm on annual audit and tax returns. Work closely with the Sales Manager and Manufacturing Manager on large special orders that exceed \$250K.

- Identified profit margins that were narrow on special orders; personally developed a complex Excel spreadsheet to calculate job cost projections for closer projection of costs on special order production runs, which increased the average profit per special order by 6% (thousands of dollars per special order).
- **VP of Sales:** *"We are proud to have Jessica on our team. Her knowledge of cost accounting and financial strategy has contributed significantly to our bottom line."* Elizabeth Cambray, VP of Sales, Pallet Manufacturing

Staff Accountant—Responsibilities included accounts receivable billing (invoices and monthly statements), collections, and management of aged A/R (averaging \$775K per month). Assisted accounts payable department on vendor invoices. Prior to promotion, worked closely with the Accounting Manager on month-end and year-end journal entries for A/R.

- Leveraged outstanding communication skills to professionally and tactfully call accounts that were already 30 days past invoice date, which increased cash-flow and decreased aged A/R significantly by an average of \$78K per account past due.
- Management recognized for taking the initiative to match inventory of defective parts to nine months of A/P invoices; contacted vendors; negotiated \$20K in return item credits and invoice disputes. Rewarded with a Gold Incentive award.

Controller: *"We owe a big thank you to Jessica for her initiative and negotiating skill. This is the kind of initiative that makes a difference on our team. Thank you!"* John Whitmore, Controller, Pallet Manufacturing

LOBSTER, BEAKE & FRALIN, PLC CPAS, Philadelphia, PA September 2008 – December 2008

Accounting Externship—Selected A/P invoices for review against inventory records for this firm serving regional/international clients. Worked with Senior Staff Accountant while participating in a fiscal year-end audit for a manufacturer of conveyer equipment.

EDUCATION

Bachelor of Arts in Accounting (GPA: 3.67), University of Pennsylvania, Philadelphia, PA December 2008

COMPUTER SKILLS

Proficient in Microsoft Office apps (Word, Excel, and PowerPoint), and Peachtree Accounting; working knowledge of TaxACT

CERTIFICATION/AFFILIATION

Passed the CPA Exam (July 2011); Member of the American Institute of Certified Public Accountants (AICPA)