

## CONTROLLER

Analytical, dedicated, and detail-oriented Controller with S.E.C. reporting, financial statement preparation, budgeting and forecasting experience. Methodical, collaborative, and meticulous Analyst proficient in automating accounting processes, performing audits, and examining internal control procedures. Tactical and organized C.P.A. of 15 years with proven background in generally accepted accounting practices and financial accounting systems.

## PROFESSIONAL ACCOMPLISHMENTS

- Spearheaded the development and successful implementation of an automated advertising purchase order system establishing the first local area network (LAN) in company.
- Rewrote SOX key controls for 2008 audits. Reduced key controls by 30%.
- Established companywide procedures to change the monthly close process from three weeks to six days.
- Established a new chart of accounts and transferring the account balances from the old chart of accounts to the new chart of accounts.
- Automated the production of the internal financial reporting reports.
- Created an accounting system to monitor subscription status and to record subscription revenue to be in accordance with GAAP using Microsoft Access.

## EXPERIENCE

### Consultant

2009 – 2010

*Confidential Financial Institution valued at \$50 B, Columbus, Ohio*

- Assisted with revision and documentation of the Federal Financial Institutions Examination Council's (FFIEC) Call Report.
- Converted manual work papers to Excel workbooks that can be replicated each quarter.
- Adjusted workbook files to ensure that functionality exists for maintenance and reporting needs.

### Internal Audit Manager / SEC Analyst

2007 – 2009

*Commercial Vehicle Group, Columbus, Ohio*

- Managed the Internal Audit Department. Focusing on Sarbanes – Oxley compliance.
- Assisted Controller in 10-Q and 10-K filings.
- Oversaw recording of compensation expense related to stock option and restricted stock awards to comply with SFAS 123(R).

### Assistant Controller/ Director of Accounting

2006 – 2007

*AirNet Systems, Columbus, Ohio*

- Managed the General Ledger and Accounts Payable departments.
- Produced internal financial reports.
- Automated the production of internal financial reports.
- Completed quarterly (10-Q) and annual filings (10-K) to comply with SEC requirements.
- Established procedures to ensure the integrity of the general ledger and to comply with Sarbanes-Oxley guidelines.

### Certification

Certified Public Accountant

### Education

Master of Business Administration

### Technical Capabilities

Lawson

McCormick & Dodge

SAP

Hyperion

Epicor

Microsoft FRX

ADP

QuickBooks

MS Office Suite

### Competencies

Accounts Payable & Receivable

General Ledger

Auditing

Inventory Control

Purchasing

Asset-Management

Financial Analysis & Reporting

Account Reconciliation

Treasury

SEC Reporting

ROI & ROE

**Controller**

2003 – 2006

*McGraw-Hill Digital Learning, Columbus, Ohio*

- Prepared financial statements of a newly established business unit for the McGraw-Hill Companies.
- Oversaw all financial procedures to ensure timely and accurate financial reporting to the parent corporation.
- Forecasted monthly revenues, net operating income and capital expenditures.
- Collaborated with executive management team to develop overall business plan.
- Developed annual budgets; conducted account reconciliation.
- Represented Digital Learning's business requirements in a corporate wide systems changeover.

Analysis

Mergers &amp; Acquisitions

Budget Control &amp;

Administration

Project Accounting

Foreign Exchange

Profit &amp; Loss Analysis

Cost/ Benefit Analysis

Risk Management

**Additional Skills**

Best Practices Monitoring &amp; Adherence

Internal Auditing

Forecasting

Year-End Closings

Variance Reporting

Corporate Policy Enforcement

**Manager of Financial Reporting**

1995 – 2003

*Value City Department Stores, Columbus, Ohio*

(2000 – 2003)

- Oversaw preparation of the consolidated financial statements, filing of SEC documents and the filing of monthly and quarterly press releases.
- Managed the General Ledger department and the monthly close process.
- Produced internal financial reports.
- Established procedures to ensure the integrity of the general ledger.
- Implemented companywide procedures to change the monthly close process from three weeks to 6 days.
- Developed guidelines on internal and external sales reporting.

**Senior Financial Analyst**

(1998 – 2000)

- Prepared consolidated Balance Sheet, Income Statement and Statement of Cash Flows for the company and its subsidiaries.
- Completed the quarterly (10-Q) and annual filings (10-K) to comply with SEC requirements.
- Filed monthly and quarterly press releases.
- Designed and implemented a weekly financial statement forecast.

**Advertising Accounting Manager**

(1995 – 1998)

- Established the Advertising Accounting Department with goal of recording, analyzing, budgeting and forecasting advertising expenses.
- Managed Accounts Payable invoices related to the advertising expenses.
- Developed monthly advertising expense forecast.
- Initialized the use of mainframe downloads to generate financial reporting and analysis.
- Spearheaded the development and successful implementation of an automated advertising purchase order system.

**EDUCATION****Masters of Business Administration, Finance***The Ohio State University, Columbus, Ohio.***Bachelor of Science, Business Administration***Robert Morris University, Pittsburgh, Pennsylvania.*