ACCOUNTING SPECIALIST

Cost Analysis / Financial Solutions / Strategic Positioning

PERSONAL PROFILE

Pro-active and results oriented with over 15 years of financial experience in accounting and financial management. Demonstrates the ability to assess accounting operations as well as develop and implement financial solutions that ensure organizational growth. Exceptional skills in organization and planning all aspects of accounting project design from inception through to completion. Analyzes fiscal needs and goals, streamlines existing operations, re-engineers unprofitable systems, envisions new concepts and performance enhancements, and follows through with development, direction and execution. Computer proficient in ERP, TCM, ADP, Paypro, Microsoft Office Suite, Computer Ease, AutoCAD, QuickBooks, and Quattro Pro.

Key qualifications include:

- Budgeting and Planning
- Inventory Management
- Financial Analysis
- Standard Cost Analysis
- Reporting/ Documentation
- Variance Analysis
- Taxation
- General Accounting
- Staff Management

PROFESSIONAL EXPERIENCE

CONTROLLER

Coastline Development Inc. / Garden Grove, CA / Feb 2008 – Present

(General contractors specializing in new construction, tenant improvements, and remedial repair work)

Develop and examine monthly financial statements while making cost saving recommendations improving operations cash flow. Execute GL, bank, and job cost reconciliation. Create monthly journal entries, adjustments, and account reconciliations. Direct accounts payable and receivable processing and month end close. Successfully changed month end process, reducing closing time by three days. Oversee and verify the accounts payable check run and billing procedures. Perform cash management and cash flow assessments while advising ownership on potential financial enhancement solutions. Develop Project Manager commission report and perform profit and loss analysis. Administer permit and license records as well as job initialization and closing. Manage weekly payroll, garnishments, and tax deposits. Develop and document quarterly and annual payroll tax reports. Supervise three accounting clerks, ensuring they exhibit optimal performance within company guidelines. Facilitate year end documentation of tax returns with CPA firm.

Selected Accomplishments:

- Re-Engineered Accounting Process – designed and implemented accounting solutions in payroll, A/P and A/R, eradicating many documentation errors, improving accuracy of invoicing and billing turnover.
- Reduced Payroll Taxes – diminished payroll taxes and penalties owed from $36,000 to $2,000.

ACCOUNTING SUPERVISOR

Macrolink Inc. /Anaheim , CA / July 2006 – Feb 2008

*(*Designs and manufactures ruggedized electronics enclosures for avionic, mobile and fixed applications*)*

Verified J/E, AJE, and GL transactions. Managed GL and bank reconciliations, and reviewed for accuracy. Developed income statements, balance sheets, P&L, and budget reports. Re-designed financial statements to increase transparency and comprehension. Oversaw A/P and A/R as well as cost accounting and variance analysis. Deployed and integrated accounting procedures and policies, economizing the internal financial process. Supervised one accounting clerk and managed banking relations. Performed the calculations and processing of monthly commissions for both inside and outside sales executives. Verified billing processing and collections as well as vender payment for weekly check run. Executed C/R collections, credit card transactions, employee benefits, and garnishments. Oversaw mid and year-end inventory count and approved scrap and modifications. Managed prepaids, fixed asset, capital lease, and depreciation schedules. Administered the 401K and Profit Sharing program, managing contributions, loans, distributions, and compliance. Developed sales and use tax return, license filing, and various financial documentation.

Selected Accomplishments:

- Decreased Sales Days Outstanding from 90 to 60 – integrated collection and invoicing procedures to circumvent account receivable challenges, resulting in increase cash flow.
- Reduced variance in material cost – assessed purchasing procedures and implemented cost saving policies decreasing expenses.

SENIOR ACCOUNTANT

CES Electronics/Tustin , CA / February 2000 – July 2006

(Manufacturing company that produces cables and harnesses for slot machines)

Managed A/P and A/R as well as purchasing, collections and inventory. Developed weekly payroll and executed account and bank reconciliations. Prepared documentation for aging reports and monthly closing and financial statements while supervising accounting clerk. Re-designed accounting system, increasing accounting fluidity.

Selected Accomplishments:

- Decreased cost of material – reduced new supplier mitigating product expenses by 10% and designed a system for invoice accuracy, resulting in the financial flexible to offer new competitive pricing while maintaining profit levels.

EDUCATION

MBA concentration in Accounting, expected graduation date 2011
Cal State Fullerton
Bachelor of Arts in Business Administration concentration in Accounting, 2010
Cal State Fullerton
A.A. Business Administration, 2008
Fullerton College