

John Williams

Finance Manager

New York, NY | 000-000-0000 | email@email.com | [linkedin.com/in/yournamehere](https://www.linkedin.com/in/yournamehere)

Summary

A results-driven and self-motivated financial professional with 5+ experience handling key financial data. Noted for the ability to manage complex assignments effectively, with the confidence to work as a part of a team or independently. Experience leading intercultural teams and building strong working relationships with internal and external stakeholders. Responsible for balancing all accounts at the end of the financial year. Committed, hands-on and flexible with the ability to adapt to changing priorities and maintain a positive attitude and a strong work ethic.

Work Experience

First Horizon National

2017-07 - Present

Finance Manager

- Planning, studying, and collecting data to determine costs of business activity such as raw material purchases, inventory, and labor.
- Working in coordination with the external auditors to prepare financial statements for the company.
- Supervising a Junior Accountant and ensuring the day to day accounting procedures are carried out efficiently as per company standards.
- Dealing with import procedures to get goods from the factory and oversee the trading activity.
- Overseeing all the balancing of the accounts at the end of the financial year.
- Conducting physical inventories and monitoring stock levels.
- Using software such as Microsoft Dynamics Great Plains and extracting various reports related to clients and items, to assemble and format data for accounting and reporting purposes.
- Dealing with clients with regards to projects and payments.
- Reporting to President of the Company.
- Verifying and approving payment of staff salaries.
- Reviewing & approving payment vouchers & journal entries.

Goldman Sachs Group

2014-05 - 2017-06

Assistant Finance Manager

- Responsible for managing the day to day financial reporting and accounting processes.
- Posting of General Accounting Entries in the ERP system – Microsoft Dynamics GP.
- Reviewed all invoices for appropriate documentation and approval prior to payment.
- Monitored stock levels and performed inventory reconciliations.
- Dealt with customer queries and complaints in a professional manner.
- Assisted Finance Manager in Payroll Processing.
- Prepared payments for vendors and refunds to customers.
- Deputized in absence of Finance Manager.
- Control and reconciliation of petty cash.
- Calculated, prepared and disbursements of benefits to staff.
- Performed responsibilities in assisting the financial manager in preparing year-end financial reports and statements.
- Daily input of sales & purchase invoices to the finance system.
- Developed reports for top management summarized the business financial position in areas of income, expenses, and cash flows.
- Handled banking-related matters such as remittance of funds to suppliers and customers both domestic and international.
- Evaluated accounts payable and conducted meetings with suppliers to resolve issues if any.
- Handed other duties and responsibilities as assigned.
- Performed reconciliation between Retail Point of Sale (POS) and bank statement.

Citigroup

2011-06 - 2014-04

Accounts Supervisor

- Ensured that cost accrual standards were maintained across all teams.
- Monitored invoicing staff and ensured proper procedures were enforced.
- Reviewed all invoices for appropriate documentation and approval prior to payment.
- Verified and approved payment of invoicing staff salaries.
- Assisted Finance Manager with monthly reports and disbursement accounts.
- Assisted Finance Manager in preparing year-end financial reports and statements.
- Deputized in absence of Finance Manager.
- Corresponded with local vendors and customers.
- Accrued costs related to the loading and discharging of shipments.
- Conducting physical inventories and monitoring stock levels.