

ROBERT SMITH

Director of Accounting/Director Of Finance

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly qualified Director Of Accounting with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Accounting Manager, Community Manager, Director Of Accounting, Director Of Accounting.

PROFESSIONAL EXPERIENCE

Director of Accounting/Director Of Finance

Diversified Association Management & Business Services - October 2011 – 2019

Key Deliverables:

- Diversified provides common interest development management services for condominiums, planned unit developments, industrial associations, master associations and maintenance associations.
- Manage all accounting; general ledger, accounts receivable, accounts payable, customer care, and capital projects for over 70 properties.
- Successfully prepare monthly financial statements, and cash flow reports.
- Provide and present monthly financial data analysis and reporting to board members and executive management.
- Develop and prepare annual operating budgets for over 70 Homeowner Associations, working with senior management, finance committee, and board members.
- Monthly delinquency monitoring and legal interface; small claims and collections.
- Accurate financial reporting and control for 88 Home Owners Associations - Financial Management.

Director Of Accounting

Enviro-Master International Franchise, LLC - 2006 – 2011

Key Deliverables:

- (\$18.5 million in revenue) Enviro-Master is a restroom hygiene company franchised in 40 major U.S markets and in Canada as well, led by CEO, Pat Swisher, founder of Swisher International, Inc.
- Directed and provided support to five departments Accounts Receivable, Accounts Payable, Credit Services, Human Resources, and Payroll.
- Analyzed and documented current expenditures and profits for comparison to yearly budget, previous year and utilize to forecast the current year enabling management to make decisions on KPIs.
- Reduced expenses 12% by preparing detailed budgets and providing managers with knowledge of how operational decisions impact financial results enabling them to establish accountability measures.

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- Minimized liability selling company cars and implementing new travel policy.
- Trimmed eight days from monthly close process by standardizing the journal entry process and defining roles and responsibilities for accounting staff.
- Administered the 401(k) plan coordinated account activity, funding with third party, annual audit, and ERISA compliance testing..

EDUCATION

- Accounting - (Cal State University Long Beach - Long Beach, CA)