

FINANCE DIRECTOR

Professional Summary

To find a new and challenging position that will utilize the skills that I've acquired and help others maximize their skills and potential. Ambitious Financial Manager determined to continually exceed expectations. Willing to take on added responsibilities to achieve desired results.

Skills

- Budgeting and financial management
- Financial reporting and analysis
- QuickBooks
- Complex problem solving
- Highly detail-oriented
- Superior time management
- Exceptionally organized
- Advanced computer proficiency (PC and Mac)
- Exceptional interpersonal communication
- Effective leader
- Staff training/development
- Consistently meet goals
- Efficient multi-tasker
- Customer service-oriented
- Organized
- Deadline-oriented
- Budget development
- Expertise in invoice and payment transactions
- Account reconciliation

Work History

11/2012 to Current

Finance Director Company Name – City , State

- Analyze and present financial reports to Principals in an accurate and timely manner.
- Collate financial reporting materials, oversee all financial and project accounting.
- Manage organizational cash flow and forecasting.
- Implement a robust financial management/ reporting system; ensure that the billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present the critical financial matters to the board of directors.
- Manage accounting and financial systems and maintain full and accurate accounting records. Conduct financial analysis and prepare detailed financial reports and statements.
- Provide financial and accounting advice, direction and leadership.
- Manage the maintenance and upgrade of financial systems.
- Identified and investigated variances to financial plans and forecasts by interpreting financial results.
- Managed a \$