

# Charles J. Goodman, MSA, CPA

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## OBJECTIVE

A challenging and rewarding position in the field of accounting education in an institution that will allow me to explore the world of learning and hopefully benefit from my experience, initiative and capabilities

## CAREER HIGHLIGHTS

- Increased the accounting functions at numerous companies including a certified audit status.
- Assisted executive management to fill all financial accounting informational needs, including annual operating budgets, cash flow projection forecasts, and department profitability reports.
- Developed interactive and creative financial reporting methods and presentations that communicate performances in a graphical and informative way.
- Completed Masters degree in December 2002 and passed CPA exam in May 2003.

## EMPLOYMENT

### Controller

**Palmer Printing, Inc.** Chicago, IL

February 2002 to Present

*This commercial printer is a leading producer of high quality printed products specializing in the banking and advertising industries. Palmer has been in business for over 65 years.*

• Responsible for all accounting activities of two operating entities including GL, AP, AR, PR, Inventory, and Cash Management	• Advisor to the President on accounting, risk management and banking relationships.
• Human resources responsibilities including personnel and employee benefits plans.	• Responsible for risk management activities.
• Manage the information technology activities: networking, Hagen /Printcafe ERP software system and Visual Printleader software.	• Office Manager responsibilities and special projects activity projects

### Senior Accounting Manager

**Five Continents, Ltd.** Chicago, IL

September 2001 to February 2002

*This company is the leading importer of oriental food products in the Midwest with both wholesale and retail operations in the Chicago area.*

• Responsible for all accounting activity of the company: GL, AP, AR, Fixed Assets, Inventory, Cash Management, Risk Management.	• Assisted accounting department supervisors in the detailed operations of their respective activities, including Human Resources manager.
• Updated utilization of the accounting system currently being used by enhancing the tools available.	• Assisted vice president with implementing the company's first budget.
• Assisted information technology department with Prism ERP software system.	• Office Manager responsible for activities in the sales, buyers, and display areas.

### Controller

**Systems Design, Inc.,** South Holland, IL

May 1998 to August, 2001

*Distribution ERP software solutions for mid-level companies in specialty vertical markets.*

• Responsible for all financial activity of the company: GL, AP, AR, PR, Fixed Assets, Inventory, Cash Management, Invoicing, Risk Management.	• Advised Executive management in all phases of the company's activity, including financial performance, budgeting and cash forecasts.
• Re-constructed the accounting system.	• Financial statement compilation to certified audit.
• Acting Chief Administrative Officer until position filled.	• Managed the office appearance, building maintenance, internal computer system and telephone system.

# Charles J. Goodman

## Systems Consultant

Systems Design, Inc., South Holland, IL

May 1983 to May 1998

• Implemented accounting/distribution software into customers' business environments.	• Helpdesk representative resolving customer software issues and problems.
• Created and taught accounting classes to instruct beginning and advanced accounting skills.	• Business process consultant specializing in accounting issues.
• Created fax-back system and library of FAQ issues.	• On-site and remote trouble-shooting consultant for major customer problems.

## Accounting/Controller Area Truck and Trailer, Inc., Alsip, IL

May 1977 to May 1983

*This company was the largest distributor of construction dump trailers, flat-beds and moving vans in the Chicago area.*

• Responsible for all financial activity of the company: GL, AP, AR, PR, Fixed Assets, Inventory, Bank relations.	• Responsible for invoicing and titling of vehicles sold and bought.
• Moved company from manual bookkeeping to computerized system.	• Supervised computer operations and office staff.
• Prepared financial statements and interacted with corporate CPA.	• Interacted with corporate CPA firm to manage books and tax returns for two corporations.

## COMPUTER SKILLS

- Unix operating system background, Prism Distribution software.
- MAS90 accounting package and FRX financial reporting software.
- Windows 98/95/XP operating systems proficient, Word, Excel, Outlook, Access and PowerPoint.

## EDUCATION and CERTIFICATES

### ***Certified Public Accountant***

State of Illinois

August, 2003 \*

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### ***M.S., Accounting***

University of Illinois at Chicago, Chicago, IL

December, 2002

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### ***B.S., Marketing, Minor: Accounting***

Western Illinois University, Macomb, IL

August, 1970

### ***A.A., Liberal Arts***

Manatee Junior College, Bradenton, FL.

May, 1968