

STEVEN R. GORDON

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Personal Profile:

- A proven hands-on leader and team player
 - Over 20 years accounting experience, including 10 years successful management record
 - Diversified experience in accounting, financial analysis, taxes, GAAP and statutory reporting, account reconciliation, internal management reporting, variance analysis, budgeting, auditing, compliance, and adherence to Sarbanes-Oxley requirements
 - Excellent multi-tasking, attention to detail, problem solving, prioritizing and organizational skills
 - Proficient in Microsoft Office products, SAP, ORACLE General Ledger, Hyperion (HFM)
 - Solid professional credentials: MBA, successful completion of the uniform CPA exam, national security clearance
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PROFESSIONAL EXPERIENCE

Pratt & Whitney **East Hartford, CT** **2007-2012**

2008-2012 **Financial Planning & Analysis for Materials Lab**

Performed internal program financial control for 30 different government contracts totaling over \$20 million. For each contract, responsible for quarterly budget planning, monthly financial reporting and forecasting, business process improvement, and finance/accounting support for the legal department, internal management, and program managers. Successful execution of quarterly labor and SOX audits.

- Received two top performance bonus awards, along with peer recognition and appreciation awards.
- Utilized technology proficiency to design and implement process automations for government compliance reporting, significantly improving accuracy and decreasing staff time.
- Technology proficiency demonstrated in reporting and process automation.
- Ensured compliance with all financial contract requirements by monitoring costs within expected budget and communicating frequently and on a timely basis with customers.
- Provided financial consultation for key decision making within program and company management.
- Consistently met critical reporting deadlines. Provided accurate financial deliverables for monthly closing process within three day timeframe.
- Achieved government security clearance, permitting work on confidential projects.

2007-2012 **Financial Planning & Analysis for Small Military Engines**

Primary financial team member for Pratt & Whitney's joint venture with Honeywell, Inc. in development of an improved engine for the Blackhawk and Apache helicopters for the U.S. Army and additional commercial applications.

- Developed business case modeling for start-up development.
- Designed and implemented key financial controls and processes necessary to form the LLC.
- Demonstrated integrity and sound GAAP financial reporting by receiving unqualified opinion every year from independent external auditors (PricewaterhouseCoopers).

Cigna Healthcare **Bloomfield, CT** **1995-2007**

2003-2007 **Assistant Director, Finance, Health/Life Accounting**

Managed staff of accounting professionals, reporting annual financial results for \$4 billion+ segment, dealing with GAAP, cash, and Statutory reporting, variance analysis, and balance sheet account reconciliations.

- Managed a team of accounting professionals providing frequent feedback, coaching and stretch assignments in the development of staff. Cross-trained employees as backup for production support. Demonstrated ability to provide financial results under tight deadlines and adapt to changing priorities.
- Pro-actively engaged matrix partners (claim offices, reinsurance area, and reserves unit) to resolve issues impacting claim results, and improve future workflow processes.
- Performed peer reviews of balance sheet reconciliations.

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- Implemented new accounting policies and procedures for newly acquired health company and streamlined financial reporting processes. Resolved discrepancies with previous account reconciliations and developed controls to meet audit requirements.
- Presented quarterly financial results to senior management and satisfied reporting requirements for external and internal auditors. Adhered to all Sarbanes-Oxley requirements.

2000-2003 Manager, Finance, Refund Accounting

Responsibilities included planning and analysis, management controls, and daily monitoring of cash activity for \$400 million annual segment.

- Analyzed cost effectiveness and eliminated duplicate processes.
- Reported monthly financial results to upper management within established deadlines.

1997-1999 Supervisor, Finance, Life Claim Accounting

Responsibilities included variance analysis, projections, and lead contact with all matrix partners.

- Transferred newly acquired \$1.5 billion segment to Home Office, streamlined and automated processes and trained staff members to assume new functions.
- Prepared reconciliation between general ledger and internal management reporting system.

1995-1997 Accountant, Finance, Accounting

Developed procedures and processes for newly acquired business and journalized monthly accounting activity and reconciliation of all accounts.

- Provided accounting operations expertise to assist in building and testing internal claim refund system.
- Developed and implemented automation of NY State Covered Lives Assessment reporting.

AETNA Life and Casualty Hartford, CT 1988-1995

1990- 1995 Senior Investment/Financial Accountant

Responsibilities included client reporting for \$1 billion in international investment portfolio, preparing Schedule D for Statutory reporting and SEC filings.

- Consistently met deadlines with accurate information.
- Created numerous automated efficiencies and controls.

1988-1990 Tax Accountant

Assisted in preparation of consolidated U.S. tax return, partnership and foundation returns and foreign subsidiaries filings.

- Automated calculations for quarterly estimated payments/settlements with IRS.
 - Performed tax research, and implemented current tax laws, presenting findings to management.
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EDUCATION AND PROFESSIONAL DEVELOPMENT

CERTIFIED PUBLIC ACCOUNTING EXAMINATION

- Passed all four parts of the Uniform CPA Examination (Connecticut).

MASTER OF BUSINESS ADMINISTRATION University of Hartford West Hartford, CT

- Concentration in Tax and Accounting

BACHELOR OF SCIENCE, ACCOUNTING Brigham Young University Provo, UT

- Minor in business