**Dana Samuel**

**203-988-6424**

**danasamuel@hotmail.com**

**Profile:**

A professional with proven experience in organizing, analyzing and presenting accurate financials in a timely fashion. Highly proficient in PC based software, as well as, network applications. A team oriented, results driven, self-motivated and focused individual who strives towards obtaining company goals.

**Experience:**

# **Frontier Communications Nov 2010 - Feb 2011**

**Senior Accountant - Revenue Accounting (Consulting Position)**

\*Processed and analyzed all accounting activities associated with Frontier’s Carrier CABS revenue.

\*Prepared monthly CABS billing and related journal entries

\*Extracted and uploaded all billing,/revenue/expense activity through the Infinium GL and Endeavor data warehouse systems.

\*Generated monthly and quarterly revenue analysis and balance sheet analysis.

\*Reconciled monthly balance sheet accounts by company.

\*Assisted Supervisor in completion of quarterly schedules for auditors.

\*Interacted with Revenue Operations, Financial Analysis, Regulatory and Tax groups related to billing and revenue reporting variances.

\*Assisted Supervisor with special projects

# **Callanen International (Timex) Aug 2006 - Oct 2010**

**Senior Accountant/Oracle System Specialist**

**\***Prepared monthly balance sheet accruals & income statement closing entries on a timely basis.

**\***Reconciled general ledger inter-company accounts on a monthly basis.

**\***Reviewed & reconciled balance sheet/income statement accounts and provided analysis.

**\***Performed monthly Oracle closing procedures (COGS processing, inventory period & PO module resets).

**\***Corrected all Oracle inventory processing/receiving errors.

\*Prepared NRV, PPV & IPV monthly analysis.

**\***Worked with IT on technical accounting matters. Performed necessary research, documented the transactions and resolved issues appropriately.

**\***Assisted in the budget process.

**\***Participated in year-end close & audits.

\*Finance liaison between brand, warehouse, order management & international manufacturers.

**\***Performed all aspects of standard costing, item implementation & activation.

\*Maintained currency conversions and purchase order system.

\*Managed all functions of worldwide inventory.

\*Worked on special projects as needed.

# **CCL Label Jun 2005 - Jun 2006**

# **Controller \***Developed and managed a strong, motivated finance team.

**\***Prepared and analyzed monthly financial statements within JD Edwards.

\*Managed the budget process.

\*Recommended opportunities for cost savings & production improvements. **\***Monitored key performance measures financial and operational for management.

**\***Prepared corporate tax returns, legal, banking, and leasing document filings, as required.

**\***Processed authorization documents and economic justification for capital expenditure requests. **\***Presented financial presentations (Hyperion & Supplemental schedules) to management. **\***Maintained current fixed asset schedules, including book and tax depreciation schedules and year-end summaries. **\***Managed working capital improvements by establishing credit terms for customers and payment terms to local suppliers.

\*Created monthly revenue, production variance & material forecast.

# **Spartech Polycast Mar 2002 - Jun 2005**

# **Cost Accountant**

**\***Conducted ISO certified internal audits to demonstrate Sarbanes Oxley compliance and corporate policies/ procedures were being adhered to.

**\***Participated in various complex assignments relative to lean manufacturing process improvements.

**\***Ensured that all projects and part numbers adhere to current cost accounting standards.

**\***Maintained standard cost system within the Oracle modules.

**\***Reviewed and adjusted general ledger balances of raw materials, WIP and finished goods.

**\***Assisted in the budget process.

**\***Provided external audit support.

**\***Assigned cost to raw materials, WIP and new production orders.

**\***Monitored purchase price variance and revaluation accounts.

**\***Booked monthly general ledger adjustments on inventory.

**\***Applied monthly principle and interest general ledger account adjustments.

**\***Fixed Asset Management using the Best Software database.

**\***Liaison between the Purchasing, Customer Relations and Manufacturing departments.

# **Covidien Mar 1997 - Mar 2002**

**Cost Accountant**

**\***Participated in the process improvement of various production lines.

**\***Analyzed production cost variance and generated analysis on all WIP and finished goods in SAP.

**\***Reviewed weekly/monthly production versus budget variances with quality control, engineering & production managers.

**\***Generated manufacturing metrics and analysis.

\*Participated in the budget process.

**\***Reconciled balance sheet accounts.

**\***Booked monthly inventory general ledger adjustments.

**\***Provided external audit support.

**\***Maintained standard cost, marked and released pricing on all raw materials, WIP and finished goods.

**Wachovia Aug 1989 - Mar 1997**

**Commercial/Residential Loan Manager**

**\***Supervised 5 loan service operators.

**\***Managed the loan maintenance and cash disbursements.

**\***Transferred funds between appropriate operating cash, escrow and equity DDA accounts.

**\***Liaison between contractors, attorneys and management.

**\***Produced financial reporting and general ledger reconciliation’s on all lending accounts.

**\***Booked monthly principle and interest adjustments, as well as, suspense account transactions.

**\***Managed the cash, escrow and DDA account transfers of trust account portfolio.

**\***Conducted present value, maturity, yield and discount evaluations on income properties.

**\***Prepared year-end departmental and governmental (10Q, 10k) reporting for audits.

**\***Implemented and balanced a mortgage system conversion.

## **Education/Professional Development**

# **Bethune-Cookman University**

# **Bachelor’s Degree in Accounting**

**FASB Certified (Fixed Asset Management)**

**ISO 9000 Certified Auditor**

**Excel 2010, Oracle 12.1, SAP, Word, Access, Discoverer, Power Point, Hyperion, FASB, JD Edwards, BRIO & Infinium**