**JACK CYPHERD**

**2 Stoneheights Dr 860-460-3632**

**Waterford, Ct 06385 jcypherd@yahoo.com**

**Computer Skills**

MS Office (Word, Excel, PowerPoint, Outlook), UFS, MOS, Timberline

**Education**

A.S. Degree Accounting Three Rivers Comm. College, Norwich, CT 3.5GPA

**Experience**

***CONTROLLER*:** Sodexho (Mystic Seaport)June 2004 to Dec 2009

* Processed Daily Sales, Catering, Accounts Payable/Receivable, Inventory, and Payroll on a weekly basis using Excel, UFS and MOS.
* Ensured all accounting numbers were correct and followed GAAP policies.
* Worked with the client, Mystic Seaport, by presenting monthly financials as needed and ensured the integrity of the financials.
* Prepared and presented financial reports to district manager. Responsible for creating and meeting forecast and budget. Reviewed accuracy of financial reports.
* Assisted the GM by providing financial information to increase profitability.
* Performed UFS training for other units and helped with accounting tasks when needed in the district.

***ACCOUNTS PAYABLE*:** Mystic Marriott (Groton, CT) Dec 2002 to Apr 2003

* Full cycle Accounts Payable.
* Processed and coded invoices, expense reports, and check requests using the computerized accounting system, Timberline.
* Performed reconciliations on statements.
* Researched past due invoices.
* Processed check runs weekly.

***ACCOUNTS PAYABLE*:** Nucon (Electric Boat Groton, CT) Feb. 2001 to Apr. 2002

* Processed vendor invoices on a timely basis using MRPII.
* Prepared journal entries
* Reconciled travel and expense vouchers using spreadsheets.
* Prepared spreadsheets for issue analysis and resolution of problem invoices