

Jessica Claire

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Collaborative leader with nineteen years career starting with an entry level job in Accounting to the latest Director of Finance position. Tasked with a handful of unique challenges while company was going through multiply acquisitions and upper management changes.

In a Controller role, helped company with its transition after acquisition by managing day to day accounting operations, keeping strict monthly closing schedules, preparing financial statements for consolidated reporting, and interacting with auditors.

In Director of Finance role while being Strategic Leadership Team member, helped to grow company's EBITDA from \$22M to \$67M within three years which led to Natrol acquisition by PE New Mountain Capital for \$550M in 2020 after being purchased by APUSA, Inc. for \$120M six years prior.

Developed and managed strong accounting team of twelve and IT team of four.

Improved business processes while assuring controls and integrity of Financial reporting.

WORK HISTORY

DIRECTOR OF SAP BUSINESS PROCESSES, 01/2022 - 12/2022

Carelink – Chester Springs, PA

- Led SAP integration efforts for two newly acquired and one formed entities while focusing on inter-company set up and reporting structure for consolidated financial reporting.
- Oversaw all aspects related to implementation stages of business process improvement initiatives.
- Analyzed and monitored implemented changes to business processes and made adjustments as needed.
- Coordinated business process improvements with internal stakeholders.
- Recommended improvements to facilitate team and project workflow related to productivity, quality, costs, and time management.

DIRECTOR OF FINANCE AND IT, 06/2018 - 01/2022

American College Of Cardiology – Washington, DC

- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Maintained regular performance appraisals for team of twelve in Finance and four in IT through verbal, written and on-going review programs.
- Created and enforced company-wide controls regarding revenue and expenses in concerted effort to protect organization's assets.
- As Strategic Leadership Team member helped President to steer financial choices which helped SLT define future company strategies.
- Developed and communicated metrics around profitability to SLT, which in turn were responsible for helping Natrol exceed its profitability from \$22M to \$67M within three years.
- Led Finance team through Natrol acquisition by PE New Mountain Capital in November, 2020.
- Worked on inter-company reconciliations for three newly established entities after NMC acquisition.

CONTROLLER, 01/2013 - 06/2018

Natrol LLC – City, STATE

- Maintained general ledger and chart of accounts.
- Performed complex accounting functions such as journal entries preparation for recording of ADP payroll, sick, and vacation time accruals, balance sheet accounts reconciliation and analysis of financial statements.
- Worked on inter-company reconciliations for five reporting entities within Natrol, Inc.
- Worked with CFO to create annual budget and track actual expenses against projected expenses.
- Managed accounting team of twelve- five A/R specialists including AR supervisor, four A/P specialists including manager, and three staff accountants including GL manager.
- Developed Monthly Closing schedule to reduce timing of closing process and managed execution of established timelines.
- Worked with external auditors through annual physical inventory counts, provided support for BS accounts reconciliation schedules including significant AR and Inventory Reserves accruals.
- Provided treasury and cash management by overseeing reconciliation of banking activity, credit card processing and sales tax returns.
- Updated and reviewed financial reporting packages and managed financial reporting processes.
- Completed year-end close processes through effective supervision of financial functions and regular treasury transactions.
- Led Natrol Finance department through its transition after acquisition by Aurobindo Pharma USA, Inc. in December, 2014.

Assistant Controller, 03/2011 - 12/2012

Natrol, Inc. – City, STATE

- Supervised accurate, efficient and compliant completion of monthly financial reporting packages.
- Followed up with delinquent accounts to obtain funds and reduce aging balances.
- Managed two staff accountants.
- Completed journal entries, reconciliations and account analysis to prepare quarterly financial documents and general account management.
- Worked with both internal and external users to create detailed financial reports.
- Calculated sales brokers' commissions based on established contracts.
- Supported human resources through various withholding tax compliance issues.
- Leveraged finance knowledge to strengthen controls and improve transparency.
- Created journal entry schedules to improve efficiency, support and documentation of accounting processes.

EDUCATION

Master of Arts: Economics, 03/1983

Kyiv State University - Kyiv

ACCOMPLISHMENTS

Through my 19 years of experience with NATROL, manufacturer and wholesaler of one of the most recognized name brands in the Vitamin, Mineral and Supplement category for the past several decades, I was overseeing Finance department of twelve people while helping with increasing company's EBITDA from \$22M to \$67M within 3 years. Being a self starter, eager to learn, able to work across multi-functional teams with strong attention to details helped me to achieve these results.

SKILLS

- SAP, Excel, MS Word
- Internal control management
- Staff Management
- Budget development
- General ledger accounting
- Account Reconciliation
- Familiar with account coding
- Process implementation
- Cash handling expertise