

Finance Manager Resume

Desired Industry: Finance/Investment

SpiderID: 69166

Desired Job Location: Carnegie, Pennsylvania

Date Posted: 6/26/2013

Type of Position: Full-Time Permanent

Availability Date: Immediately

Desired Wage: 80000

U.S. Work Authorization: Yes

Job Level: Management (Manager, Director)

Willing to Travel:

Highest Degree Attained: Masters

Willing to Relocate: Yes

Objective: Remarkably astute, tenacious, and accomplished senior manager equipped with broad-based experience in directing and maximizing performance of financial operations for highly profitable companies. Possess excellent reputation in strategy formulation, policy and procedure development, cost reduction, and profitability improvement. Excel at performing high-profile management roles, making high-stake decisions, and overcoming complex business challenges. Display interactive, motivational, and decisive management style in developing dedicated financial service teams to support business objectives. Highly capable of accomplishing goals and meeting critical deadlines in a fast-paced, competitive environment with dedication to operational excellence and superior service.

Experience: EMPLOYMENT HISTORY
MANAGER, CORPORATE FINANCIAL SERVICES - AMERICAN INTERNATIONAL RELOCATION SOLUTIONS, PITTSBURGH, PA 2008–2013 Supervised activities of staff of 2 supervisors, 4 team leads, and 31 coordinators to develop their competencies and achieve their maximum level of potential. Conveyed intelligent real estate funding decisions made by the company on behalf of clients after completion of risk assessment. Directed and coordinated foreign currency, 1099 processes, corporate American Express program, corporate vendor relationships, and direct corporate contact for clients into the Finance Team. Delivered informative financial presentations and statistics to company managers, marketing, potential, and existing clients. Collaboratively worked with the Marketing Department to provide financial ratios and analysis to aid in the completion of RFPs for potential clients. Performed annual audit in collaboration with the auditors and reported directly to the director of finance. Established and implemented training program to train operational staff in finance functions and processes.
Notable Achievements:-

- Achieved \$75K annual savings and optimized operational efficiency through the development of paperless finance processes - Decreased overall receivables by 26% since 2011, improved DNB score by 14 points, and generated more than \$1.5M in estimated annual GP- Cut-down over 90 aging by 13% since 2011 as well as over 60 outstanding receivables by 54% since 2011
- Successfully collected more than \$750K previously deemed “uncollectible” while maintaining zero increase in headcount; thus achieving \$50K annual savings- Increased processing volume of Finance Department by more than 20% while achieving \$150K annual savings - Significantly improved the efficiency of all department processing times by 80% to 90% since 2011 with no increase in headcount

FINANCIAL CONSULTANT - CONNOR CONSTRUCTION LLC, BAYONNE, NJ

2002–2009 Presided over all finance and accounting processes within the company, including monthly financial reports, federal and state tax filings, and general bookkeeping duties. Maintained frequent interaction with several financial institutions in securing lines of credit, loans, and mortgages for both the business and its partners.
Notable Achievements:- Developed all invoices, contracts, sales orders, and related documents for use by the business on a daily basis-

Designed presentations given to potential and existing clients and assisted with various marketing functions
CHIEF FINANCIAL OFFICER/GENERAL PARTNER/CO-FOUNDER - BRELAY WEB DEVELOPMENT, PITTSBURGH, PA 2005–2008 Displayed unsurpassed management expertise in all finance and accounting processes of the company, including monthly financial reports, federal and state tax filings, and general bookkeeping duties. Established long-term quality relationships with clients by ensuring their utmost satisfaction regarding services, contracts, and bills

payment. Notable Achievement:- Formulated effective business and marketing plans to secure grants and funding from the government, financial institutions, as well as private investors for startup capital
FINANCIAL CONSULTANT - ROBERT HALF INTERNATIONAL, PITTSBURGH, PA

2007 Assumed full responsibilities in performing financial analysis, modeling, accruals, account analysis, account reconciliations, process improvements, business analysis, presentations, and reporting. Notable Achievements:- Drove all efforts to complete various consulting projects, as follows:- Mylan Laboratories, Southpointe, PA: Provided financial analysis to support the legal department during acquisition of generic drug division- Crown Castle International, Southpointe, PA: Performed accounts receivable duties to support the department during restructuring
ACCOUNTING SPECIALIST - REEDSMITH LLP, PITTSBURGH, PA 2005–2007 Oversaw the preparation and distribution of monthly financial reports on a firm-wide level, including balance sheets, income statements, and revenue variance reports. Regularly interfaced with director of accounting and various departmental staff to complete yearly budget. Notable Achievements:- Played a vital role in all aspects of US capital expenditures processes, including approval of all capital expenditures and actual versus budget comparisons- Designed bi-monthly presentations for the executive committee and firm partners, highlighting the firm's month and year to date financial performance-

Exhibited superior talents in completing surveys for financial, as well as industry-specific publications reporting on the firm's financial performance as well as other management statistics
ACCOUNTS RECEIVABLE ADVANCED TECHNICIAN - ALCOA, INC., PITTSBURGH, PA

2004–2005 Handled Alcoa credit accounts receivable metrics; fulfilled month-end closing duties to close out; and balanced wire payment cash applications. Prepared and maintained spreadsheets to balance all applied funds with cash and treasury and all applicable bank reports. Notable Achievements:- Took full management accountability in all foreign and domestic wire transactions within the Accounts Receivable department prior to being outsourced offshore-

Singlehandedly managed e-mail, web-based, and teleconference training to co-sourcing staff based overseas in India
STAFF ACCOUNTANT - PRESBYTERIAN HOMES & SERVICES INC., PRINCETON, NJ 2002–2004 Carried out year-end closings and month-end closings for nonprofit continuing care retirement communities. Administered the completion of a broad range of journal entries, work papers, reconciliations, and related analysis on a monthly basis. Notable Achievement:- Earned distinction for performing analysis and journal entries for the entire company payroll, creating monthly financial presentations to management, and preparing yearly financial statements for affordable housing audit

Education: EDUCATION MASTER OF BUSINESS ADMINISTRATION (MBA) IN ACCOUNTING AND FINANCE: 2007–2008- University of Pittsburgh, Joseph M. Katz Graduate School of Business, Pittsburgh, PA Team Leader/MBA Project Course Consultant - Westinghouse Electric Company, Monroeville, PA: 2008 BACHELOR OF SCIENCE (BS) IN ACCOUNTING: 2000–2002- King's College, Wilkes-Barre, PA ASSOCIATE OF SCIENCE (AS) IN BUSINESS ADMINISTRATION: 1998–2000- Ocean County College, Toms River, NJ

Affiliations: PROFESSIONAL AFFILIATION Member / Certified Relocation Professional (CRP), Worldwide Employee Relocation Council (ERC)

Skills: CORE STRENGTHS- Financial Operations and Management - Profitability
Modeling and Forecasting- Foreign Currency Management - Continuous Process and
Productivity Improvement- General Accounting and Financial Auditing - Financial
Analysis and Reporting- Strategic Development Planning- Leadership, Training, and Team
Building- Budget Control and Implementation - Problem Resolution and Decision-
Making

Additional Information: TECHNICAL PROFICIENCY Windows and Macintosh Operating System Adobe
Creative Suite | Crystal Reports | Elite Enterprise | FAS Asset Accounting Solutions | SAP |
QuickBooks JD Edwards | MySQL | Oracle Database 10g Enterprise Edition | Oracle E-Business Suite
Financials Microsoft Office Suite: Access, Excel, PowerPoint, and Word | Payroll Solutions Payroll
Software | PeopleSoft