

# Sample #3

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## ACCOUNTING MANAGER

GENERAL LEDGER ACCOUNTING | STRATEGIC & FINANCIAL ANALYSIS | PAYROLL  
PROJECT MANAGEMENT | AUDITS & FINANCIAL STATEMENTS | ACCOUNTS RECEIVABLE & PAYABLE  
FINANCIAL RECONCILIATION & REPORTING

### QUALIFICATIONS PROFILE

Focused, proactive, and highly motivated professional offering extensive years of background and solid contributions in financial and project planning, evaluation, and analysis. Demonstrate track record of leading and collaborating with cross-functional teams and projects to optimize and improve productivity as well as in turning around declining operations through the development of innovative processes and procedures. Exhibit sound judgment and decision-making skills as well as exemplary leadership in constructing strategic vision, generating financial success, and delivering positive results across multiple business functions.

- ♦ Demonstrated ability in evaluating organization's critical requirements and executing problem resolutions with high level of confidentiality
- ♦ Quick learner; able to rapidly achieve integration and easily assimilate job requirements
- ♦ Proficient in Microsoft Word, Excel, and Outlook

### PROFESSIONAL EXPERIENCE

**The Brickman Group Ltd., LLC** ▪ Columbia, MD

#### REGIONAL CONTROLLER

Feb 1998-Nov 2009

- Performed multiple fundamental business management and operation responsibilities, including handling financial accounting and reporting, evaluating and implementing administrative processes, and assisting related operating and production plans.
- Organized and prepared the month-end close process to complete monthly profit and loss statements accurately and timely.
- Accounted for keeping the entries in the monthly general ledger posted.
- Evaluated branch financial performance against budget and collaborated with regional manager to create effective action plans to improve performance.
- Managed the overall financial transaction and documentation of the company, including purchasing, accounts payable and receivable, billing, and payroll processes within the branches.
- Supported branches in establishing budgets and rebudgets.
- Facilitated branch training to provide the team with clear understanding of their financial performance.
- Rendered quarterly and year-end audit support to Corporate Accounting Department.

#### Career Highlights:

- Worked as business partner to the management teams of Brickman and provided them with financial and operational data required, such as analytical data on operations, business plans, and detailed budgeting to effectively focus and monitor their plans. This initiative boosted their income by 51% in 2009.
- Recognized regional controller for the most financially successful region in Brickman.
- Assigned by the company to serve on the Beta Testing Team for its new CRM software package. Acted as subject matter expert (SME) of the system, supporting the system implementation, assisting branches in training personnel, and communicating problems to programmers.
- Assisted branches in trimming down accounts receivable through creating a process to follow, which resulted to decreased day sales outstanding (DSO) from 37 to 28.3.

### EDUCATION

ASSOCIATE'S DEGREE IN BUSINESS, Strayer Business College ▪ Baltimore, MD

### PROFESSIONAL TRAINING AND CREDENTIAL

Customer Relationship Management | Excel  
Notary Public