

JANE DOE, M.ED

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ACCOUNTING PROFESSIONAL WITH DIVERSE & EXTENSIVE EXPERIENCE

QUALIFICATIONS SUMMARY

Trusted strategic advisor offering a demonstrated track record of successfully developing individuals and directing teams to maximize performance, promote continuous improvement, and achieve aggressive organizational, operational, and P&L goals. Decisive and transparent leader with a history of cultivating constructive relationships with a broad group of cross-functional business partners and working at all levels of the business to drive alignment and improved outcomes. Proven ability to adapt to and evolve with changing priorities, craft innovative solutions to new challenges, and create unique approaches that consistently strengthen profitability, boost financial growth, and enhance sustainability.

CORE COMPETENCIES

- *Strategic Vision/Tactical Direction*
- *Accounting/Business Operations*
- *Corporate Payroll Administration*
- *HR/Benefits/401K Administration*
- *Cash Flow Optimization/AR & AP*
- *Department Leadership/Oversight*
- *Project Management/Supervision*
- *Staff Collaboration/Team Building*
- *Account/Relationship Management*
- *Customer Engagement & Success*
- *Internal Controls & Best Practices*
- *Process/Performance Improvement*
- *Systems Deployment/Enhancement*
- *Fiscal Reporting/Reporting Integrity*
- *Audit Oversight/Fiscal Compliance*

CAREER TRAJECTORY

ABC Company Anytown, USA **2016 - Present**
Corporate Payroll Manager, Centralized Accounting Department (2017 - Present)

Analyze and prepare payrolls for nine dealerships, located across X, Y, X counties/states, specializing in new and pre-owned vehicles.

- Direct the day-to-day activities of a team of three payroll specialists responsible for the timely and accurate bi-weekly and monthly payment of 532+ employee salaries, including the calculation and processing of benefits, garnishments, taxes, and other deductions; guide departmental decisions and protect operational integrity by establishing, monitoring, and enforcing policies, procedures, and internal controls.
- Administer/file quarterly and annual payroll tax returns.
- Regularly monitor and analyze reports and accounts.
- Review and approve all departmental work including Journal Entries (JE), special compensation calculations, and retirement contributions.
- Study existing and new legislation to ensure compliance with federal, state, and local legal requirements, enforce adherence to requirements, and expertly advise management on needed actions.
- Stay abreast of/proficient in all payroll-related software and systems to effectively support staff, resolve errors, answer questions, assist with research, request programming modifications, and analyze data.

Notable Contributions:

- Continually championed improvements in payroll and accounting operations; organized and employed new procedures to ensure organizational efficiency, increase productivity, reduce costs, and streamline operations.
- Led automation initiatives and process improvements; project managed the seamless implementation and migration from current document management/in-house payroll system to ADP Workforce.

Assistant Controller (2016 - 2017)

Assisted with the daily management of all accounting, auditing, and budgeting functions.

- Collected, interpreted, and reported financial data to provide regular status reports/summaries/forecasts of business conditions.
- Supported budget, financial statement, profitability analysis, and reporting development and implementation.
- Produced and managed balance sheets and analyzed future earnings and expenses.
- Scheduled expenditures, analyzed variances, and initiated corrective actions to achieve budget objectives.
- Reconciled accounting inaccuracies and imbalances.
- Ensured compliance with, and produced reports according to, applicable government regulations.
- Prepared for internal and external financial audits.

Notable Contributions:

- Recognized for leadership and process improvement initiatives; handpicked by the Chief Financial Officer (CFO) for promotion to the role of Corporate Payroll Manager.

CAREER TRAJECTORY (CONTINUED)

ABC Company **Anytown, USA** **2015 - 2016**
Staff Accountant/Accounting Specialist, Any Auto Group

Managed the day-to-day operations for the “Buy here, Pay here” lending department spanning 17 dealerships and 19 brands; established and adhered to accounting internal controls including procedural and policy updates.

- Tracked expenses and performed all Account Receivables (AR) and Account Payables (AP) functions.
- Initiated and managed complex projects and ensured settlement of AR/AP.
- Reviewed AR, including receipts and other financial records, to calculate amount/charges/fees owed.
- Assisted the Controller with monthly financial statements and borrowing base; researched and analyzed accounting data used in financial reports.
- Meticulously reconciled accounts and coordinated and managed all financial institution audits.
- Ensured compliance with all banking and lending requirements.

Notable Contributions:

- Significantly improved efficiency of accounting operations.

ABC Company **Anytown, USA** **2011- 2014**
Accounting & Financial Analysis Specialist/Family Office Associate

Provided an integrated range of administrative and business support for a tax consulting firm offering high net-worth individual clients a full spectrum of income and multi-generational tax planning and compliance services; served as primary liaison between the Tax Department and Family Services Division.

- Professionally represented clients while managing their staff, vendors, and financing personnel; delivered unparalleled service while providing primary interface and acting as the principal client contact.
- Established client accounts including funding and bank reconciliation.
- Processed payroll and set-up and managed AP; handled the payables process per established guidelines including consistent account monitoring to ensure proper funding for bill payment and payroll processing.
- Managed incoming client employee timesheets, recurring payment summaries, and related client approvals.
- Regularly reviewed payroll, brokerage account, and credit card journal entries; bank and balance sheet reconciliations; vendor summaries; ledgers; and other financial records.
- Generated and analyzed financial reports and statements including monthly balance sheets, income statements, cash flow statements, and actual-to-budget and variance analysis.
- Prepared quarterly client expense reporting and quarterly and/or annual tax return deliverables.
- Maintained responsibility over the 1099 process and filing for client and related entities.
- Oversaw all accounting-related activities performed by junior accounting associates including payroll transactions, AP, and General Ledger (GL) adjustments.

Notable Contributions:

- Repeatedly selected to take on additional duties and relied upon to mentor others.

PRIOR ACCOUNTING INDUSTRY EXPERIENCE

- Accounting Assistant/Human Resource Assistant, ABC Company, Anytown, USA (2008 - 2011)
- Assistant Controller, ABC Company, Anytown, USA (2003 - 2007)

TECHNICAL KNOWLEDGE

- ADP ▪ Datafaction ▪ Microsoft Office (Access, Excel, Outlook, PowerPoint, Word)
- QuickBooks ▪ Reynolds and Reynolds ▪ Universal Computer Systems (UCS)

References Furnished Upon Request