

# John Jones

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## TOOLS FOR TRANSITION SAMPLE RESUME

### Accounting Manager

#### Manufacturing | International

Accomplished and versatile finance professional with natural ability to identify opportunities for cost savings, process efficiencies, improved accuracy and financial reporting compliance. Trusted member of management team who collaborates with operations, materials, sales, and IT to support structural changes within an organization. Communicates well with global, corporate, divisional management, and external auditors.

Saves thousands of dollars through identifying and analyzing situations that do not follow best practices or internal controls. Designs systematic ways to resolve the problems, and trains staff in improved processes. Values teamwork, treats each person as an individual, and ensures that the staff is cross-trained.

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#### Areas of Expertise

Financial Analysis	Inventory Valuation	Intercompany Reporting
General Ledger	Period-End Close	Account Reconciliations
Physical Inventory Audits	Internal & External Audits	Six Sigma Methodologies
Sarbanes Oxley (SOX)	Consolidation Reporting	Commissions
Offshore Production	Multi-National Operations	Team Leadership

**Analysis:** Budgets, forecasts, trends, sales, manufacturing variances, purchase price, standard cost, applied labor and overhead, cycle counts, cost savings, employee overtime, allowance for doubtful accounts, reserve for returns, account analysis, restructuring

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#### Professional Experience

Confidential Company, San Antonio, TX 2012 – 2015  
Assembly manufacturer with facilities in the U.S., China and Ireland.

##### Accounting Manager

Key member of plant management team with an accounting staff of seven.

- Oversaw financial post-merger integration activities after Texas plant was closed and customers were transitioned to Shanghai.
- Saved \$190K in discounts and rebates, and developed supplier discount program.
- Directed Sarbanes-Oxley implementation and compliance at the plant level in less than six months.
- Developed and delivered revenue recognition training to management at all levels.

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Confidential Company, San Antonio, TX 2006 – 2010  
Printed circuit board manufacturer with nine facilities located in Mexico and China

##### Accounting Manager (San Antonio Division), 2008 – 2010

Managed accounting department staff of five during pre-acquisition due diligence. Analyzed financial statements, trends and forecast variances. Coordinated plant audit activities.

- Analyzed and designed use tax procedures to properly record transactions, and restated financial statements.
- Handled internal reporting such as employee overtime, department spending versus forecast, and collections status.

Confidential Company (Continued)

**Senior Accountant (Silicon Valley Division), 2001 – 2008**

Performed period-end close process and financial statement preparation. Managed capital spending reporting for three domestic divisions. Consolidated operations metrics for twelve domestic and international divisions.

- Managed physical inventory process during staffing transition in San Antonio. Directed validation of \$350K inventory to correct incomplete implementation of bar coding system.
- Increased assets by \$60K by identifying and recording chemical inventory missing from the balance sheet.
- Reduced freight expense by \$21K through implementation of Six Sigma methodology.

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Confidential Company, Fremont, CA

1998 – 2000

Connector manufacturer with operations in U.K. Japan, U.S.

**General Ledger Accountant - Accounting Supervisor**

Supervised and developed staff of four handling accounting operations from corporate office. Billed revenue in foreign currencies, and reported daily rates for intercompany transactions.

- Collected 100% of Letter of Credit for customers in South Korea.
- Decreased days sales outstanding 11%.
- Expedited filing of multiple county property tax returns by integrating property criteria with FAS software.
- Streamlined period-end close process from five to two days.

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**Education – Professional Development - Affiliations**

Bachelor of Science, Business Administration, Finance  
Confidential State University

CPA, Licensed in Texas

Institute of Management Accountants (IMA)  
American Institute of CPAs (AICPA)

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**Software Proficiency**

**Microsoft:** Excel (Advanced), Access, Word, PowerPoint

**Applications:** BPCS, FAS-(Fixed Asset Software), Hyperion, JBA System 21, Paradigm

