

Sandy Smiles

4000 Wharton Ave., Petaluma, CA 94952
707-555-5555 / Smilesxyz@email.com

Professional Accountant/Controller

Accomplished controller with extensive financial accounting and financial reporting expertise. Adept at A/P - A/R, credit and collections, change orders, inventory, order tracking, project cost forecasting, data entry and budgeting.

Other Strengths and Abilities:

- | | |
|---|---|
| * Internal and external auditing | * Public and corporate accounting |
| * Reconciliation and financial statements | * Accounts receivable and collections |
| * Financial planning/budget preparation | * All aspects of general ledger |
| * Project and change management | * Inventory reconciliation and control |
| * Employee cost and man-hour forecasting | * Accounting software expertise |
| * Computer programming/info technology | * Payroll and state/federal payroll taxes |

PROFESSIONAL WORK HISTORY

- 2003 – Present, **Accountant/Controller**, Wayback Construction. Santa Rosa, CA
- Handles all aspects of accounting for a 55-employee mechanical contractor and reports directly to company CFO and owner
 - Composes quarterly budget estimates through analysis of company expenditures, such as employee compensation, fuel expenses, materials costs, etc.
 - Determines true costs of potential projects through utilization of accounting best practices and in-house tracking systems
 - Created computerized tracking system that accurately predicts labor costs, material costs and amount of time needed to complete individual projects
 - Consults with procurement department to compose estimates of materials
 - Prepares financial statements and processes invoices
 - Develops and manages external financial relationships with banks, insurers, etc.
 - Trains staff/management in proper use of complicated office/accounting software
 - Converted company to server-based, multi-location computer system, saving 80+ man-hours weekly and helping reduce office staff from 5 to 3
 - Implemented a new change-order system that eliminated need for a contract administrator, saving the company a \$75,000/yr salary
 - Expedites workmen's compensation claims
 - Conducts sexual harassment training and other necessary informational classes
 - Gives presentations on profit sharing and updates on employee benefit packages
 - Processes 401-K plans and employee benefits
 - Serves as intermediary between unions/management
 - Performs all human resources functions, including payroll and payroll taxes

2001 to 2003, **Accountant/Controller**, Frontier Contracting, Vineburg, CA

- Oversaw all aspects of company accounting, including updating and maintaining AR/AP, performing bank reconciliations, implementing change orders, and performing audits and billing
- Implemented new tracking software to improve efficiency and cut costs
- Trained company staff in proper use of business and accounting software
- Converted company to a network computer system
- Managed human resources, including payroll for 120+ employees

1993 to 2001, **Accountant/Controller**, Crane & Son Plumbing/Heating, Santa Rosa, CA

- Performed all aspects of company accounting, including generating P&L reports, Excel spreadsheets, and posting to general ledger
- Established server-based, multi-location tracking system that improved project cost forecasting, made billing simpler and more accurate, and reduced man-hours
- * Company grew from 5 to 25 employees over an eight-year period as a result
- Created computer-based inventory tracking system from scratch
- Trained new company management in computer systems and office operations to ensure a smooth transition after company was sold
- Established and maintained company inventory system

2002, **Volunteer Accountant**, Gravenstein School District, Sebastopol, CA

- Balanced school's books and discovered malfeasance within the district's administration had been responsible for a severe budget shortfall

Special Skills

- Expertise in Microsoft Office Suite, Master Builder, Quicken, QuickBooks, Sage Timberline software, computer accounting systems and a variety of flowcharts
- Licensed Notary Public

Education

Accounting and Business Classes, Sonoma State University, Rohnert Park, CA

*Ongoing class work to stay abreast of accounting and business best practices

Associates Degree, Heald Business College, Santa Rosa, CA

- Developed expertise in PC systems, DOS and a variety of complicated software
- Concentrated in business and accounting classes

Graduate, Analy High School, Sebastopol, CA