

RESUME SAMPLE

555.555.1212

CPA | Audit & Finance Executive

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EXECUTIVE PROFILE

CPA & SIX SIGMA BLACK BELT | FORTUNE 25 FINANCE EXECUTIVE | TRANSFORMATION & PROCESS ENGINEERING

Accomplished leader with deep expertise initiating and managing change at all levels of an organization. Sets the strategy and vision for enterprise-wide audit, process, and finance transformation and leads through ambiguity to deliver scalable, sustainable impact. 20+ year legacy of strengthening controls, reducing enterprise risk, and building scalable resilient teams and processes as strategic audit and FP&A executive. Career Milestones include:

- ▶ **Spearheaded the first-ever forensics practice at Company in 2000.** Built out the function, developed a team, and led end-to-end risk reviews that uncovered significant fraud, controls issues, and operational exposure.
- ▶ **Six Sigma Master Black Belt; pioneered and operationalized process engineering and change efforts** across the entire Record-to-Report (R2R) organization at Company.
- ▶ **Consolidated and restructured accounting and controlling for Company enterprise,** achieving \$20M annualized cost savings and a 25% increase in productivity.
- ▶ **Integrated financial systems, strategies, and methodologies** following Company's acquisition of Company.

FINANCE & LEADERSHIP CAREER HISTORY

COMPANY, City, State | YYYY – Present

Director, Process Engineering, Record-to-Report (YYYY – Present)

Global Record-to-Report process owner for Company, a \$XB Fortune 25 Company. Tapped by the CFO to spearhead transformation of the accounting organization into a consolidated global shared services model. Guided Six Sigma Black Belts in DMAIC process improvements, and standardized financial reporting across the entire enterprise.

- **Realized \$20M annual savings and a 25% efficiency improvement** as architect and strategic lead on organizational design for the new accounting function. Consolidated three separate organizations into one, alleviating approximately 120 FTEs, and successfully installed the new team and governance at the new facility.
- **Overhauled legal entity creation, eliminating nearly 80 entries in 18 months and creating executive visibility around the process.** Devised and deployed a new framework, business rules, and workflow-driven review and approval governance.
- **Directed team in establishing a common Chart of Accounts,** which was successfully implemented with the Jan YYYY close. Facilitated complex discussions, managed resistance, and built consensus around a single account structure and hierarchy across three distinct corporate entities, all on a different ERP reporting platform.
- **Championed process engineering across the enterprise.** Provided strategic leadership as Master Black Belt. Eliminated 19% of account reconciliations through automation and process logic review, and delivered a 48% improvement in aged collections via operational overhaul.

Executive Director, Financial Planning & Analysis (YYYY – YYYY)

Advanced to lead strategy and development of the Financial Planning and Analysis (FP&A) group at Company Name. Mentored and managed the 35-person FP&A group. Held executive accountability for financial reporting, presentations to enterprise finance/business leadership, and rigorous analysis of the then \$XB publicly traded organization.

- **Helmed integration efforts following \$XB acquisition of Company,** which expanded Company by X million customers. Rapidly devised and executed a roadmap to align systems, methodology, governance, and controls with corporate standards.
- **Led a ten-person data analysis team in dynamic trend forecasting, variance analysis, and advanced modeling.** Culled actionable insight from multi-source financial data to drive more effective business decisions.
- **Orchestrated forecasting for \$1B in equipment costs.** Spearheaded development and evolution of models to account for trends, seasonality, and other complex factors impacting monthly spend.

COMPANY, City, State | ...continued

Director, Internal Audit (YYYY – YYYY)

Promoted to senior internal audit role for the division. Controlled audit operations in the Northeast and South region, managed a 10-person team, and assumed ownership of post-finding follow-up, reporting, and review. Advised the Audit Committee and executive leadership of effectiveness of integrated business controls. Conceptualized, presented, and secured executive sanction to launch Company's forensics practice, which has since grown from a three-person team to 20+.

- **Established the charter and framework for best-in-class forensic data and fraud-prevention program.** Rolled out a risk-based audit plan to evaluate integrity, security and controls across finance, IT, network operations, and sales.
- **Leveraged existing data and systems assets to devise and implement forensic accounting best practices and governance.** Evaluated gaps and recommended mitigation plans across payroll, vendor, and other critical areas of risk.
- **Took the lead on planning and execution of annual high-risk assessments with senior management.** Owned design of annual audit plans, and led Audit Committee preparation internally.

Staff Director, Internal Audit (YYYY – YYYY)

Led and participated in operational/financial audits, then synthesized and communicated findings to management at all levels of the organization.

- **Consulted independent external auditors** and supported year-end interim work for annual filings and disclosures.
- **Championed more stringent controls and requirements** for system/procedural audits throughout the retail operation.

Staff Director/Manager, Payroll and Inventory (YYYY – YYYY)

Supervised payroll operations for 2,000 employees in the division. Directed field and in-store teams on planning, deployment and reporting for inventory, cash, and operational audits at stores nationwide.

- **Strengthened and standardized controls and security governance** to mitigate risk of fraud and/or misuse of company assets.
- **Maintained integrity and transparency of accounting procedures.** Served as payroll/inventory subject matter expert (SME) during implementation and enhancement of enterprise technology.

COMPANY NAME, City, State | YYYY – YYYY

Accounting Manager

Managed a high-performing team of eight. Developed and optimized processes and controls for accounting operations in a manufacturing environment.

- **Performed inventories of raw materials, work in progress (WIP), and finished goods.** Reconciled results and produced quarterly variance reporting.
- **Constructed pricing models and evolved cost analysis methodologies** to balance profitability with competitive goals in low margin categories.

EDUCATION

UNIVERSITY, City, State

Master of Business Administration (MBA), Anticipated YYYY

COLLEGE, City, State

Bachelor of Science (BS), Accounting