



# MASON WILSON

Assistant Finance Manager

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## PROFESSIONAL SUMMARY

Results-driven Assistant Finance Manager with 10 years of experience in financial analysis, budgeting, and compliance. Proven track record in optimizing financial processes and enhancing reporting accuracy to support strategic decision-making.

## WORK EXPERIENCE

### Sr. Assistant Finance Manager

Pineapple Enterprises

📅 Dec / 2018-Ongoing

📍 Santa Monica, CA

1. Ensure accurate recording of financial transactions in compliance with GAAP and internal controls.
2. Prepare schedules and variance analyses for external audits and journal entries.
3. Oversee month-end close activities, ensuring timely reporting.
4. Recommend process improvements to enhance accounting department efficiency.
5. File quarterly sales tax and prepare annual 1099s accurately.
6. Manage payroll calculations and ensure compliance with regulations.
7. Monitor employee accruals for vacation and sick leave, ensuring accuracy.

### Assistant Finance Manager

Crescent Moon Design

📅 Dec / 2014-Dec / 2018

📍 Portland, OR

1. Developed financial documents and reports for management decision-making.
2. Established a tracking system for financial transactions, improving efficiency.
3. Secured financing for operational needs, ensuring cash flow stability.
4. Collaborated with departments to streamline financial processes.
5. Increased revenue per transaction by optimizing financing options.

## EDUCATION

### Master of Business Administration

University of Chicago

📅 Dec / 2011-Dec / 2014

📍 Santa Monica, CA

Focused on Finance and Accounting, enhancing skills in financial management and strategic decision-making.

## SKILLS

Financial Reporting



Financial Analysis



Budgeting Techniques



Cash Flow Management



Financial Forecasting



## INTERESTS

📖 Art

📖 Volunteering

📖 Hiking

📖 Yoga

## STRENGTHS

⚙ Criticality

⚙ Curiosity

⚙ Detail-oriented

⚙ Diplomacy

## LANGUAGES



English  
80%



Mandarin  
80%



German  
80%

## ACHIEVEMENTS

- ★ Streamlined month-end close process, reducing time by 30%.
- ★ Implemented a new budgeting system that improved accuracy by 25%.