

# ROBERT SMITH

## Finance Supervisor III

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

A highly competent, resourceful and multi-disciplined professional with over 20 years' experience in Finance. Accounting and Credit Service organizations. Strong background in management. Formulates and executed effective management systems, operation policies/procedures, internal controls and financial plans to maintain fiscal responsibilities while achieving organizational objectives.

## EXPERIENCE

### Finance Supervisor III

#### ABC Corporation - 1997 - 2004

- Supervised the day-to-day running.
- Interacted and managed the finance staff through month end closing.
- Responsible for cost cutting measures, cash projections and vendor relations.
- Oversaw and managed vendor problems and all interactions with other departments.
- Managed all phases of Accounts Payable.
- Matched vendor invoices with purchase orders.
- Created a database of vendor problems to be reviewed by Purchasing and C.F.O.

### Finance Supervisor

#### Delta Corporation - 2006 - 2009

- Managed team of two analysts.
- Supported Customer Services Group (CSG) with financial analysis and budgeting.
- Participated in the Malcolm Baldrige quality program.
- Supervise all the activities of the Revenue Auditor functions in the extended centers of the South Atlantic District.
- Develop Revenue Auditors through orientation procedures, training methods, and evaluation techniques.
- Conduct weekly conferences to communicate changes, team results, and to respond to auditor concerns.
- All supervision activities were guided to maximize revenue and correct non-compliant shipping practices.

## EDUCATION

- Bachelor's In International Business - 2000(Penn State - Erie, PA)

## **SKILLS**

Computer, Microsoft Office Suite, LexisNexis, Invoice Coding, Lease Bonus 1099s, Escheat/Suspense.