

ROBERT SMITH

Lead Finance Supervisor

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Financial Supervisor with an exceptional background in utilizing data from diverse financial and information systems to create tools and models that improved organizational decision making capabilities resulting in increased profitability.

JANUARY 2011 - JANUARY 2014

LEAD FINANCE SUPERVISOR - ABC CORPORATION

- Conduct month-end balance sheet reviews and reconciled any variances.
- Collaborate extensively with auditors during preliminary and year-end audit processes.
- Collaborate with Controller to manage accounting operations, accounting close, account reporting and reconciliations.
- Supervisory responsibility over Accounts Receivable, Accounts Payable, Staff Accountants.
- Coached, trained, prepared and discussed performance evaluations for all employees.
- Revised and streamlined inefficient work procedures with respect to vendor invoices Coordinate and approve processes of all accounts payable invoices.
- Renegotiated payment terms and payment methods with dozens of suppliers.

2010 - 2011

FINANCE SUPERVISOR - DELTA CORPORATION

- Monitored and managed payroll accounts for active, reserve, and retired.
- personnel to assure the accuracy of work dates, payment records and payments of over 15,000 US Naval Reservist which in returned saved the US Navy.
- Prepare weekly and monthly forecasts and assist in the annual budget process Compile support for SOx reporting requirements on a weekly and monthly.
- Directly managed the Finance staff (5+ reports) Managed client contractual agreements including Kraft Foods, Motorola, Dell Computers, Princess.
- Managed accounts to ensure collection of retail and lease financing ranging from 20-120 days past due Analyzed departmental processes.
- Responsible for processing and maintaining petty cash transactions (beginning PC balance 1500, currently 6000) Receive/code and input Accounts .
- Supervised a team of analysts responsible for developing monthly and annual forecast reporting for senior management including gross margin, .

EDUCATION

MBA - (University of Houston - Victoria, TX)



SKILLS

Microsoft Office, Peoplesoft, ERP Software, Excel, PowerPivot, IT Management, Financial Reporting.