



CHARLOTTE HARRIS

Interim Controller

PROFESSIONAL SUMMARY

Resourceful Interim Controller with 7 years of proven experience in financial stewardship and operational leadership. Expert in optimizing financial reporting, ensuring compliance, and implementing strategic frameworks that enhance profitability. I am committed to delivering precise financial insights and fostering team collaboration to achieve organizational objectives.

WORK EXPERIENCE

Interim Controller

Blue Sky Innovations

Jun / 2020–Ongoing

Chicago, IL

1. Prepares and analyzes financial statements ensuring compliance with GAAP standards.
2. Manages accounting systems to accurately report on inventory and fixed asset valuations.
3. Compiles and presents comprehensive cost reports to support strategic decision-making.
4. Processes payroll for 750 employees across multiple states, mitigating tax liabilities efficiently.
5. Develops and maintains audit schedules for internal and external compliance requirements.
6. Interprets and reviews reports from team members to ensure timely and accurate submissions.
7. Collaborates with management to prepare and monitor capital and operational budgets.

Interim Controller

Crescent Moon Design

Jun / 2018–Jun / 2020

Portland, OR

1. Reported directly to the Executive VP, overseeing the accounting operations and year-end audit processes.
2. Facilitated the creation of a Five-Year Financial Plan aligned with the business divestiture strategy.
3. Streamlined financial reporting processes, decreasing month-end close time by 20%.
4. Conducted fiscal year-end analysis and reporting for a \$12M manufacturing operation.
5. Provided interim management and oversight of the Accounting and Finance functions for a biotech startup.
6. Managed financial operations, including month-end close and financial statement preparation.

EDUCATION

Master of Business Administration

Harvard University

Jun / 2016–Jun / 2018

Seattle, WA

Focused on Finance and Accounting, enhancing strategic financial management skills.

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SKILLS

Financial Software Integration

Risk Management

Financial Statements

Process Improvement

Data Analysis

Stakeholder Communication

INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS



Stewardship



Teamwork



Tenacity



Vision

LANGUAGES



English



Spanish



Japanese

ACHIEVEMENTS



Streamlined month-end closing process, reducing time by 30%.



Implemented a new budgeting system that improved forecasting accuracy by 25%.