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### **CAREER OBJECTIVE**

A challenging position and active involvement in a progressive organization offering the opportunity to fully utilize proven accounting and management skills

### **SKILLS SUMMARY**

Account Analysis	Financial Statements	Recruiting & Training	Cash Management
Month End Accruals	A/R & A/P	Fixed Assets	Budget Administration
Bank Reconciliation	Payroll	Risk Assessment	Facilities Management
Journal Entries	Internal Controls	NASD/Gov't Reporting	General Ledger & Closing

### **PROFESSIONAL EXPERIENCE**

**Durham Foundation**  
**Durham, NC**

**07/07 – 12/2011**

**Associate Director of Finance & Operations**

Manage the foundations asset portfolio of \$140m, reconciliations, reporting and allocation to its fund holders. Preparation of financials and performance results. Managed the migration from a portfolio handled by Russell James to an actively managed portfolio. Consolidated our portfolio from 18 separately managed brokers to 3. Responsible for 3 full time employees, IT person who oversees the hardware, software and maintenance operations of the company, a front desk person who handles all of the admin duties, and an accountant who handles the day to day duties of the accounting department. Duties include A/P, A/R, recons, payroll, HR, journal entries and the daily, weekly and monthly update of various spreadsheets.

**GGH Holding, Inc.**  
**Castroville, Ca**

**08/04 – 11/06**

**Chief Accounting Officer**

Manage the accounting department of a multi-function holding company in the Ag industry. Lead person in the conversion of diverse multiple accounting systems into a single reporting system for ease of month end reporting. Assigned to the Strategic Planning committee and the senior management sales/marketing group. Was able to save over \$ 100,000 in normal operating expenses in first year. Restructured the accounting department to be located at the main office, cutting rental expenses. Streamlined the vendor list to better handle the cost of doing business with a system of competitive bidding.

**Los Angeles Human Services, Inc.**  
**Los Angeles, Ca**

**03/03 – 06/04**

**Director of Finance/Administration**

Part of the senior management team, reporting to the Executive Director. Managed day-to-day financial responsibility of the agency. Managed over 60 private, county and federal contracts and grants. Contract negotiations, budget modifications and budget justifications. Developed month end accounting process, closing and reporting package for Board of Directors. Designed new accounting front-end interface.



**Sample Consulting  
La Crescenta, Ca  
Consulting Services**

11/01 – 03/03

Reporting to the CEO, services for various clients in the areas of Accounting/Bookkeeping, client development, recruiting, interviewing and evaluation.

**COMPUTER CLEARING SERVICES, INC.  
Glendale, Ca.  
Controller**

08/97 – 11/01

Managed accounting department of a medium sized clearing firm, supervision of all daily accounting functions as well as monthly financial reporting. Responsible for SEC and NASD financial reporting. Handled daily correspondence with nationwide broker dealers to resolve issues. Development of Correspondent Accounting front-end financial reporting system. Accountant for yearly audit with Deloitte & Touche, State and Federal Auditors and NASD examiners. Interviewing and hiring process of accounting department employees. Prepared and maintained financial statements, G/l, fixed asset depreciation schedule and trade database. Created programs to significantly streamline monthly reporting and data retrieval. Prepared quarterly and yearly tax analysis and spreadsheets. Prepared consolidated financials with respect to the company-owned subsidiary. Implemented the conversion of the accounting back office software and assisted in the conversion of the company front end system. Responsible for negotiations of pricing in relationship to current clients. Assisted in the development of policies and procedures.

**Garfield & Sample Company  
Glendale, Ca  
Partner**

10/96 – 08/97

Fastest person to achieve Partner in firm's history (9 mos). Responsible for some of the firm's largest accounts (Pepsi, Frito Lays, Coors, Nestles). Supervised two (2) recruiters. Responsible for locating new clients.

**Sample Savings and Loan  
Beverly Hills, Ca.  
AVP/Asst. Controller**

12/88 – 10/96

Managed an accounting and finance department for a \$5 billion savings and loan  
Hired as an Accounting Manager, achieved AVP position from Board of Directors in 2 years  
Supervised as many as 28 managers, Sr. accountants, accountants and clerks  
Responsible for Reg T reporting and year end audits with Arthur Anderson  
Bank team for conversion to Fiserv back office system  
Developed variance analysis for monthly yield tests of all Income/Expense accounts  
Created a team environment that created a support level of 3 down at each desk

**QUALIFICATIONS**

Excellent verbal and written communication skills; Accurate; Organized, Active, responsible, goal oriented leader; Dedicated to continuous improvement. Work well in a team environment or as an individual contributor. Achieved high level of proficiency in all basic PC applications as well as specialized software packages- FIMS, Peach Tree, QuickBooks, Fiserv, Phase III, CRI, MIP, Monarch, Excel, Word and Access.

**Education and Miscellaneous Information**

New York Community College  
Bilingual – Portugese  
2004 – 2006 Strategic Planning Classes  
2004 – 2006 Wilson Learning – Sales Classes