

John Smith, CPA

Address

City, State Zip

Cell #:

Email:

SUMMARY

- Big 4 Certified Public Accountant, California License #
- Highly educated, efficient and proven management professional with extensive experience in multiple accounting systems

EXPERIENCE:

XYZ Company, LLC, Los Angeles, CA

Jan. 2006 – Present

Chief Financial Officer (Real Estate Investment Trust with \$2 Billion in annual revenues)

- Responsible for closing the financial statements of over 50 operating, construction, and joint venture properties
- Negotiated purchases and sales of real estate properties
- Overall responsibility for financial and cash flow management, tax, accounting and reporting for 20 limited liability companies and other entities
- Maintain Investor relationships
- Established major cost reduction program using employee leasing program
- Negotiated property financing with major financial institutions and brokerages
- Supervise and direct all internal accounting and tax planning
- Supervise the Director of Property Management and coordinate all inter-department activity between IT, Property Management, Accounting, and Leasing departments
- Selects and directed use of outside professionals and consultants
- Established major cost reduction insurance program with national insurance brokerage firm

123 Company, Inc., Los Angeles, CA

June 2002 – Jan. 2006

Controller (Property Management Firm with annual revenues of \$750 Million)

- Manage a staff of four, overseeing AR, AP, Payroll and HR
- Monthly close, journal entries and full account reconciliation
- Monthly financial analysis of income statements and balance sheet
- Budgeting for the company's gross profit and operating expenses
- Extensive use of Oracle Financials (11i)
- Preparation of California sales tax returns and property tax
- Bank account reconciliation; Cash reconciliation including disbursements, deposits, and payroll
- Assist and facilitate in Human Resource functions
- Assist in managing the company's warehouse
- Interact with AP and purchasing manager to resolve purchase order issues and invoice payments
- Managing the company's credit card transactions
- Inter-company reconciliation with sister companies
- Worked with regional controller to merge the accounting activities of two offices
- Calculation and payment of sales force commissions

KPMG, Los Angeles, CA

Sept. 1998 – June 2002

Senior Associate (September 2004 to January 2006)

Associate (September 2002 to September 2004)

Big 4 Public Accounting Firm

- Serve as lead for financial statement and internal control audits within the Consumer and Industrial Products and Services practice for both public (Fortune 500) and private clients (including not-for-profit and employee benefit plan audits)
- Conduct risk assessment, planning, and analytical procedures, which includes researching methods to enhance operations, shareholder value and focused reviews of information systems
- Responsible for supervising, coaching, developing and leading teams and team members

EDUCATION:

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA

Master of Accounting – May 1998

Master of Business Administration – May 1996

COLUMBIA UNIVERSITY, New York, NY

Bachelor of Science, Finance – May 1994

COMPUTER SKILLS:

- Oracle, SAP, Peachtree, QuickBooks
- Microsoft Word, Excel, Access, PowerPoint, Outlook Express
- Microsoft Windows XP and Microsoft Office XP Professional