

LISA COLLINS



Athens, AL



(256) 123-4567



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CONTROLLER'S ASSISTANT

Offers a background in finance with hands-on experience in business and financial operations. Exceptional ability to evaluate company infrastructures and to plan and develop solutions that support the financial requirements of multiple business units. Easily steps into a team leadership role to make critical decisions in Controller's absence. Exercises a strong client service mindset and resourcefulness to deliver client satisfaction and performance results.

PROFESSIONAL EXPERIENCE

Controller's Assistant | STONE & STONE - Athens, AL 2008 – Present

- Assist controller with the Division's financial operations in all areas of general accounting, accounts payables, accounts receivables, and payroll, as well as all administrative and treasury functions.
- Supervise periodic audits and ensure compliance with established policies, regulations, and procedures.
- Develop and maintain an efficient and effective financial and administrative organization in charge of selecting, training, supervising, and counseling of all accounting personnel.
- Supervise the preparation, maintenance, and presentation of all financial data internally or externally.
- Design computerized systems to maximize productivity and both accounting and reporting functions.
- Manage the preparation of all financial data required by external auditing firms.
- Prepare cash flow projections, review and plan cash outflow and investment activity.
- Collaborate with senior management to accurately forecast and report on financial status.
- Research, evaluate, and report on business investments, acquisitions, and planning initiatives.
- Prepare financial reports summaries to predict economic and financial standing, taking into consideration revenues, expenditures, and net assets based on past and present operations.
- Develop, implement, and control cash management operations.

Staff Accountant | DAVISON & ROWEL - Chickasaw, AL 2002 – 2008

- Performed tax reviews and processed invoices for weekly payments.
- Executed, reconciled, and transmitted monthly accounts receivable and accounts payable.
- Processed tax bills for payment for all company units.
- Worked directly with all concerned to identify and resolved system issues.
- Verified monthly billing charges and prepare billing interface for client and all company units.
- Responded to client and contractor inquiries pertaining to payments and check issuance.
- Processed billing adjustments and managed account reconciliation.

EDUCATION

B.A., Finance and Business Management | UNIVERSITY OF MOBILE - Mobile, AL

COMPUTER SKILLS

MS Office Suite; QuickBooks; Peachtree Accounting