

## **CFO Sample, CPA**

123 Any Street ♦ Anytown, Minnesota 55555  
Cell: 612-000-1111 ♦ Home: 612-111-0000 ♦ cfosample@emailserver.com

### **CAREER ACCOMPLISHMENTS**

**FORTUNE 500 COMPANY.** - Minneapolis, MN

**July 1998 to September 2008**

Multi- billion industry partner of XYZ company that manufactures, sells and distributes food to retailers through DSD (Direct Store Delivery), Warehouse and Club channels. Our company has a XY% market share of the \$AB billion food category and is the category leader in several product areas.

#### **Senior Vice President and CFO**

Established, directed and managed a team of XY people in finance, accounting, credit, collections, customer service, information systems, and legal.

- Effectively drove financial expectations that delivered top line sales growth exceeding plan by 4%, and reduced operating expenses by \$30 million in one year and seven years of downward trending operating expenses as a % of sales. Over-delivered plan EBIT by X%.
- Integrated \$XYZ million unprofitable business in 15 months and turned a profit for the first time in six years and improved EBIT by \$AB million.
- Received the Leadership in Ethics Award from CEO and General Counsel.
- Implemented legal entity restructure that created the ABC business unit and corporate governance policy.
- Negotiated sales / leaseback transaction of route truck fleet that facilitated an upgraded fleet, reduced maintenance costs, and reduced worker's compensation claims.
- Represented business unit in both the manufacturing COOP and the Commodity Hedging Committee that generated savings of \$AB million.
- First business unit to implement SOX.
- Spearheaded relocation and realignment of four departments and 41 positions to new location to drive more accountability. Effectively retained services of displaced employees and recruited top talent in formation of new team.
- Implemented a credit policy and culture that has reduced DSO (days sales outstanding) by six days, thereby increasing working capital by \$XX million.
- Led transition to SAP and implemented a new trade promotion management system.

**COMPANY ABC, Inc.** - Minneapolis, MN

**1995 to 1998**

Directed and managed finance, accounting, information systems, human resources, corporate administration and retail store operations of this emerging manufacturer with distribution of products as well as private label and contract fill customers. Involved in the successful sale and transition of the company.

#### **Vice President and CFO**

Played a key role in determining direction and successful sale of the company to a retailer that vertically integrated their supply chain.

- Started employment at a critical transition time in history of the company. Cash management and vendor relations skills allowed time to determine and execute short- and long-range plans.
- Implemented zero-based budgeting that instilled ownership of department responsibility and exceeded shareholder expectations.
- Designed and implemented plan to reduce surplus inventory, including opening factory outlet store operations that generated a profit.

**ABC FINANCIAL GROUP, Inc.** - Minneapolis, MN

**1993 to 1995**

Entrepreneurial environment of multiple companies and diverse businesses including a financial services company with a \$AB million portfolio of commercial mortgages and equipment loans and leases, a flexographic printing company specializing in pressure sensitive UL/CSA approved applications and a single bank holding company.

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### **Vice President and CFO**

Directly responsible for all accounting, tax, regulatory reporting, treasury functions, human resources and information systems.

- Prepared all quarterly and annual regulatory reports for the bank and holding company. Prepared and presented financial and managerial reports at monthly board meetings. Implemented accounting procedures for the bank that was purchased in the fall of 1996.
- Sourced and negotiated new computer systems for three of the companies within 15 months, thereby improving customer service, productivity and data retention.
- Identified and implemented significant cost reductions in the first year and generated new sales leads. Worked closely with sales and production management to improve financial performance.

### **ABC SERVICES, Inc. - Minneapolis, MN**

**1993 to 1997**

\$AB million multi-location software and packaging company.

**Vice President and CFO** December 1993 to May 1997

**Controller** August to December 1993

Directed and managed accounting, treasury, human resources, and corporate administration. Instrumental in the successful sale and transition to a public company.

- Established credibility and integrity in financial reporting systems with banks, vendors, customers, auditors and management.
- Identified and directed several projects in the company's restructuring plan that resulted in a \$X.Y million turnaround from the previous year and the first profitable year in the company's five years history. These projects included consolidation of buildings, development of sales pricing matrix, systems to eliminate inventory and billing errors, coordinated reverse sales tax audit and selection of a bank for cash management services at a very competitive cost.
- Sourced and negotiated a \$X million credit facility with one of the largest asset-based lenders in the nation and obtained an additional \$X.Y million in financing from various sources for equipment and working capital purposes. Worked out repayment plans with large vendors who were ready to end their relationship with the company.
- Implemented strong credit policies and procedures and worked closely with customers, which resulted in bad debts decreasing from \$500,000 to less than \$2,000.

### **XYZ GROUP - Minneapolis, MN**

**1992 to 1993**

Division of XYZ, Inc., \$ABC million manufacturer of food products. The company reorganized and relocated to Any state in 1993.

### **Accounting Supervisor**

Developed and managed the Trade Promotion Spending department to effectively coordinate the financial activities of the Sales and Marketing department with the Accounting department.

- Assisted the Director of Marketing in the preparation of annual advertising and promotion budget of \$XYZ million.
- Created and developed procedures to perform customer profit and loss analysis to ensure only profitable promotional programs were transacted by the sales force.
- Hired, trained, and developed a staff of five who improved financial controls, thereby ensuring the integrity, accuracy and timeliness of reporting.

### **Manufacturer - Minneapolis, MN**

**1990 to 1992**

Multi-divisional manufacturer of home products with 350 employees and \$XY million in sales. Company moved all administrative functions to Any state in 1992.

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### **Accounting Manager**

Managed and established the Finance and Accounts Payable staff of seven into a well respected professional, efficient, "service" oriented department for all facets of the company including sales, marketing, manufacturing and distribution.

- Established financial and management reporting, internal controls and procedures necessary to effectively manage the company's operations and enhance the timeliness and accuracy of reported numbers.
- Implemented procedures to reduce borrowing from corporate headquarters, resulting in significant interest savings to division.
- Selected and installed retail point-of-sale system for the company's Factory Outlets, which resulted in greater control of inventory and increased profits.
- Coordinated reverse sales tax audit on \$XY million of new capital additions, resulting in a substantial tax refund.

**RETAILER – Minneapolis, MN**

**1990**

### **Consultant**

Obtained in-depth business and financial experience with this "start up" manufacturer of bakery products during their initial phase of raising \$X million in capital. Prepared prospectus and reviewed financing options. Enhanced the company's use of PC accounting package (Great Plains) and other business tools.

**Public Accounting Firm - Minneapolis, MN**

**1986 to 1990**

### **Senior Audit Accountant**

Obtained a strong understanding of businesses, SEC reporting, information systems, and accounting processes while planning, coordinating and executing audit engagements and working on numerous special projects. Industry experience included manufacturing, consumer services, retail and wholesale distribution, healthcare, venture capital limited partnerships and professional sports.

## **EDUCATION**

Bachelor of Arts (Accounting) – Sample College: 1987

Certified Public Accountant

Member of MN Society of CPAs

Member of AICPA

Member of Financial Executives International

Continuing Professional Education