

# JOHN Q. PUBLIC

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San Francisco, CA 90011

626-555-1212  
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## FINANCIAL ANALYST ~ SENIOR ACCOUNTANT



Top-producing, commercially focused finance professional with five years' experience in financial analysis and accounting in areas related to commission and compensation. Visionary, strategic, and conceptual thinker with the ability to generate new ideas and initiate change. Proven track record of reorganizing, streamlining, and strengthening financial / accounting operations to maximize performance and profitability. Strong expertise in accounting rules, regulations, practices, and procedures. Solid interpersonal communication skills and cross-functional team interactions to drive results with integrity.

- ❖ **Combine leadership and management skills** to maximize financial / accounting performance via process initiatives to drive efficiencies – quickly resolve issues that hinder progress and create discord.
- ❖ **Highly articulate and effective communicator.** Work well with individuals of all professional levels. Recognized as a resource person, problem solver, and team leader.
- ❖ **Strong analysis, planning, organization, and consensus-building abilities** with effective problem resolution, negotiation, and relationship management skills that produce real results.

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## KEY AREAS OF EXPERTISE

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- Profitability and Cost Analysis
- Account Reconciliation and Analysis
- Accounting Policies and Procedures
- Financial Statements and Reporting
- Team Leadership and Performance
- Finance and Accounting Process Redesign

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## PROFESSIONAL EXPERIENCE

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### OMNI CAPITAL CORPORATION – PROPERTY INFORMATION AND SERVICES GROUP

#### FINANCIAL ANALYST, SANTA ANA, CA (2005 – PRESENT)

Perform financial analysis for a company specializing in marketing and selling online subscriptions for accessing property data and automated valuations for the real estate industry. Analyze and report Mortgage Banking Association application rates and statistics. Ensure strict adherence to accounting principles, practices, and initiatives. Perform financial analyses and statistical studies on projects. Create various ad hoc payroll and commission reports for ongoing projects. Prepare and analyze financial reports and present findings / recommendations to top management.

#### Highlights

- Collaborated with Oracle developers to create a “financial performance indicator dashboard” tool to report key financial metrics to senior management.
- Prepared and reconciled multiple revenue and expense reports using various Oracle applications.
- Coordinated with the Oracle 11i Implementation Team to determine reporting requirements; served as the Commission Department subject matter expert.
- Prepared and analyzed operational analyses detailing changes in revenue, costs, expenses, and balance sheet accounts versus prior period actual and forecasted as part of the monthly business results package.
- Analyzed budgets and prepared periodic reports comparing budgeted costs to actual costs.

# PAUL KWEE

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## COMPENSATION ANALYST, ANAHEIM, CA (2003 – 2005)

Created an MS Access database to compile information from commission statements to provide timely and useful reporting to Sales Vice-Presidents. Worked closely with sales management to present the effectiveness of the current commission plan and model potential changes to future plans. Calculated sales management performance bonuses. Trained / supervised commission accountants and offshore benefits management staff.

### Highlights

- Teamed with multiple departments to create new procedures for the implementation of various changes to commission plans.
- Evaluated and modified benefits policies to ensure that programs were current, competitive, compliant with legal requirements.
- Analyzed compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plans.

## COMMISSION ACCOUNTANT, ANAHEIM, CA (2000 – 2003)

Calculated bi-weekly commissions and monthly bonuses for over 100 sales executives. Compiled, validated, and analyzed sales data from multiple billing systems. Reported commissions to sales executives using complex Excel spreadsheets and formulas. Responded to phone calls and e-mails regarding commission inquiries and corrections. Coordinated with the Billing Department to correct billing errors. Prepared policies, procedures, and work flow documentation associated with commissions. Performed research and competitive analyses of base and incentive compensation.

### Highlights

- Maintained and operated systems, processes, and procedures necessary for the timely, accurate and reliable payment of sales compensation and other incentive payments sales organization members.
- Performed analyses of sales commission and incentive expense variances to ensure sales management remained informed of real and anticipated material variances.
- Developed and produced commission account status reports for individual sales representatives and appropriate aggregated reports for various levels of sales management.
- Administered and ensured accuracy of the base compensation annual review process, promotions / adjustments, and incentive compensation plans / commission payments.

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## EDUCATION / CERTIFICATES

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### Bachelor of Arts in Economics

University of California, Irvine, CA 1996

### Certificate in Advance Database Technology (Specialization in Oracle 10.7)

University of California – Extension Program, Irvine, CA

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## COMPUTER LITERACY

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Windows ~ Unix ~ Linux ~ Sun Solaris ~ Legacy AS400 / Mainframe Platforms ~ MS Office Professional ~  
Microsoft Excel ~ Microsoft Access ~ Oracle 11i ~ Oracle Discoverer ~ JD Edwards ~ MAS90 ~ Crystal  
Reports Writer ~ Hyperion Essbase ~ Relational / Object Database and Data Warehouse Design