

LYNN A. JAMES, CPA

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ACCOUNTING EXECUTIVE

Resourceful, hands-on accounting professional with over 9 years of experience in tax returns, auditing, A/R, A/P, invoicing, general journal entries, accounting and manufacturing regulations, ISO standards, negotiations and vendor management. Meticulous, customer-focused leader with expertise in managing daily accounting activities while supervising staff to ensure optimal productivity. Forward-thinking cross-functional communicator seeking to leverage background into a director of accounting or controller role with a progressive and global-oriented organization within the manufacturing environment.

AREAS OF EXPERTISE

- Staff Training & Development
- Performance Management
- Accounts Payable
- Accounts Receivable
- Peachtree Accounting Software
- Payroll
- General Ledger
- Inventory Control
- Financial Statements Preparation
- TaxACT Software
- Executive Support
- Tax & Auditing
- GAAP
- Forecasting
- MS Office Suite

KEY SKILLS ASSESSMENT

CROSS-FUNCTIONAL TEAM SUPPORT – Partner with IT Manager, Inventory Control Manager, Production Scheduler, Sales Manager and Manufacturing Manager to ensure corrective action for financial discrepancies and implementation of short- and long-term corporate planning processes.

TEAM LEADERSHIP – Committed to quarterbacking internal teams through the exchange of knowledge, experience, and goal sharing to optimize strategies and drive sales.

PROFESSIONAL EXPERIENCE

HUNT MANUFACTURING, BOSTON, MA

2010 – PRESENT

ACCOUNTING MANAGER (2010 – PRESENT)

- Reduce project gaps, supervising 2 Staff Accountant and a Payroll Clerk to ensure 100% on-time completion of department tasks.
- Increase cash flow, decrease Aged A/R by \$84K and negotiate vendors for credits of up to \$20K.
- Mitigate process discrepancies, hiring top talent and training staff on best practices and protocol, while conducting performance evaluations for corrective action.
- Manage all daily accounting processes including Accounts Payable, Accounts Receivable, Payroll, General Ledger, Inventory Control (as it relates to A/P and A/R), preparation of financial statements (monthly, quarterly, annual) and other special reports as may be requested by the Controller or executive team.
- Collaborate with IT Manager on updates to software and/or requests for special reports, Inventory Control Manager, Master Production Scheduler and other departments.
- Support senior leadership, interfacing with the company's CPA firm on annual audit and tax returns, compiling and submitting year-end records and reports for over \$275K in inventory, special orders and standard orders ranging from \$15K-\$550K.
- Liaise with Sales Manager and Manufacturing Manager on large special orders valued at over \$250K.
- Implement process improvement that increased profit per special order by 6% (thousands of dollars), developing complex Excel spreadsheet to enable closer projection of costs on special order production runs, that was recently rolled out company-wide for all special order sales proposals.
- Identify accounts 30 days past invoice date by running Aged A/R reports every 2 weeks instead once a month, curbing visible delinquent times.
- Receive a "Gold Incentive" cash award.

STAFF ACCOUNTANT (2009 – 2010)

- Controlled A/R billing (invoices, monthly statements) for a family-owned manufacturer with annual revenues of over \$40M.
- Managed the Accounts Receivable billing (invoices, monthly statements), collections and management of Aged A/R (averaging \$775K per month).
- Assisted Accounts Payable with review and matching of vendor invoices with raw material packing slips, as well as negotiations with vendors on return item credit and invoice disputes.
- Appointed as designated vendor contact on all returned item credits and invoice disputes.
- Partnered with Accounting Manager on month-end and year-end journal entries for A/R.
- Saved money, identifying defective part inventory, pulling original A/P invoices (dating back 9 months) and negotiating \$20K in return credits.

SHAWMUT, DANZINGER, AND HOLLAND CPAS, CAMBRIDGE, MA

2008 – 2008

ACCOUNTING EXTERNSHIP

- Participated in fiscal year-end audit of a material handling/conveyor equipment manufacturer.
- Identified raw material purchase A/P invoices to review and match with Audit Team Leader inventory records.
- Assisted with monthly, quarterly and year-end general journal entry review for A/P and A/R.
- Praised by Audit Team Leader for aiding team with timely audit completion that generated client retention.

HANSON, GOLDSTEIN AND GOLDSTEIN, LLP, STOW, MA

2006 – 2006

STAFF ACCOUNTANT

- Supported Senior Staff Accountant, gaining hands-on pre-tax return documentation and reporting experience for S and C corporations, limited liability partnerships (LLP), limited liability companies (LLCs) and non-profit organizations.

EDUCATION & TRAINING

Bachelor of Arts, Accounting, Boston College, Boston, MA**Associate of Arts, Accounting, Stow Community College, Stow, PA****Certified Management Accountant (CMA), Institute of Management Accountants (IMA) – Currently Enrolled**

MEMBERSHIPS & VOLUNTEER WORK

AICPA, Member

Wilson Free Clinic, Volunteer