

PROFILE SUMMARY & HIGHLIGHTS OF CAREER ACCOMPLISHMENTS

As a dedicated, team-oriented professional with over 10 years of experience in corporate finance and accounting I bring: extensive technical knowledge, superior analytical abilities, outstanding attention to detail alongside strong technical accounting skills and a host of management level accomplishments.

- Developing & maintaining expertise;
- Understanding & demonstrating firm ethics consistently;
- Reduced turnover rate from 100% to 10% over four years;
- Experience in developing exit strategies and leading significant capital raises through banks and private investors;
- 5+ years' experience in senior finance leadership roles reporting to chief executives.

PROFESSIONAL EXPERIENCE

PlanIt – Sustainable City Living

Controller – Western Region

October 2006 – Present

PlanIt, a publicly held, Best Managed Company in North America – plans environmentally sound and sustainable city living alongside local municipalities' governing bodies. 1,000 employees nationwide makes PlanIt the largest environmental and sustainable living planning company in Canada.

- Coordinated the provision of information to external auditors for the annual audit
- Led and managed the external financial audits and liaised with auditors and other professionals
- Designed and conducted internal financial audits on business units and proposed recommendations to strengthen internal controls
- Managed a team of 12 accounting and analysis staff in Western Canada
- Reviewed monthly financial results and managed forecast and annual budget processes
- Analyzed existing business processes, proposed and implemented refinements to streamline procedures
- Responsible for maintaining regulatory relationships with municipal leaders and development companies across Canada

Senior Accountant

February 2003 – October 2006

- Performed internal audits of accounts payable, payroll distribution, fixed assets, and cash
- Prepared and reviewed monthly financial reports to ensure integrity of financial reporting
- Supported junior team members on issues
- Assisted with financial and tax audits
- Reviewed and recommended modifications to accounting systems and procedures
- Assisted with the preparation of 12-month rolling forecasts for 6 business units

Scan Environmental Engineering

Intermediate Accountant

January 2000 – February 2003

Scan is a cutting edge, mid-sized privately held environmental engineering firm in Canada that is recognized as one of the most forward thinking enterprises in North America.

- Assisted in the preparation of quarterly forecasts and annual budgets
- Managed the reconciliation of intercompany accounts and balances
- Prepared month end working papers that support consolidation journal entries
- Assisted with preparation of consolidated financial information for each financial reporting.

Chelsea Smith BBA, CGA, ACCA

Telephone: (604)555 -5555

Email : Email@Email.ca



Junior Accountant

January 1998 – January 2000

- Responsible for general ledger reconciliation and resolving issues with multi-currencies transactions;
- Responded to and resolved vendors' enquiries;
- Coordinated wire transfers;
- Assumed other responsibilities as required by the Controller and Senior Accountant.

EDUCATION

Association of Certified General Accountants of British Columbia

Jul 1999 - Present

Member in Good Standing

Simon Fraser University

Sep 1995 - Apr 1999

Degree: Bachelor of Business Administration

SOFTWARE & TECHNOLOGY

- Advanced skills in financial modeling using excel and other reporting software;
- Experience with ERP systems such as Oracle, Hyperion, and Epicor;
- Proficient in French and Intermediate Spanish