

RICHARD SMITH, CPA

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CAREER PROFILE

- Accounting professional with 10 years of supervisory experience
- Excellent knowledge of financial analysis reporting
- Proven ability to successfully assist teams in becoming high performers
- Sound track record in training and developing staff
- Strong skills in MS Office and computerized accounting applications including Word, Excel, Simply Accounting and JD Edwards
- Excellent analytical, problem solving and negotiating skills

PROFESSIONAL AFFILIATIONS

Chartered Professional Accountants of British Columbia (CPABC)

Designated CPA

September 2002

PROFESSIONAL EXPERIENCE

INVESTOR'S INC., Vancouver, BC

Accounts Receivable Supervisor

March 2010 to Present

- Supervise a team of 10 accountants and provide staff development
- Design and implement the systems, policies, procedures and technologies to establish a professional business unit
- Prepare monthly financial schedules, graphs, journal entries, sales commissions and account analysis
- Consult with executive management to establish corporate policy impacting A/R and credit operations.

Achievements:

- Redesigned procedures to collect on past due accounts and increased cash flow by 37%
- Captured a \$250,000 annual cost savings through development and implementation of an Advertising Management System

SANFAX, Vancouver, BC

Accounts Receivable Supervisor

April 2004 – March 2010

- Trained and supervised a staff of 15 where we provided accounting, credit and collections support for a 75 person customer service department
- Authorized customer credit adjustments and bad debt write-offs
- Analyzed and reconciled accounts, prepared journal entries, and calculated monthly sales summary for 35 sales representatives
- Successfully maintained company financial records

Achievements

- Realigned key accounting positions, consolidated similar functions, avoided need for increased staffing and improved information processing and reporting
- Designed and implemented a series of standards, policies and systems to better manage accounting/financial data collections, analysis and reporting

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PUBLISHERS INC., Edmonton, AB

Staff Accountant

January 2000 – March 2004

- Diversified accounting and financial reporting responsibilities with book publisher and distributor
- Conducted quarterly audit of consigned products with 20 book depositories nationwide.
- Managed accounts payable, accounts receivable and billing
- Performed bookkeeping duties including posting journal entries, payments and deposits using Simply Accounting

Achievements

- Increased internal customer satisfaction ratings from 76% to 98%.
- Improved accounting procedures so report wait times went from 3 days to 1

EDUCATION AND TRAINING

University of British Columbia, Vancouver, BC

Master of Business Administration

June 2000

University of Alberta, Edmonton, AB

Bachelor's Degree in Accounting

June 1998

COMMUNITY INVOLVEMENT

Vancouver Airport, Vancouver, BC

January 2006 - Present

Green Coat Volunteer

- Proactively respond to and approach passengers who need assistance with any travel information
- Provide information on services available in the airport
- Inform customers of the many features and attractions in Vancouver and British Columbia
- Provide support to other Green Coat volunteers, and to the many partners in the airport community

YWCA, Vancouver, BC

January 2005 - Present

Mentor

- Provide mentorship to high school student
- Assist student with choosing the best educational workshops
- Provide guidance with career options

References Available Upon Request