

JESSICA A. WOODWARD-ERIKSSON, CPA

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DIRECTOR OF ACCOUNTING | CONTROLLER

Certified Public Accountant with wealth of experience managing accounting operations within global manufacturing environments. Highly skilled in communicating accounting impact to organizations' short and long-term goals. Extensive background in reconciliations, A/P, A/R, general ledger, and journal entries. Sound knowledge of accounting principles, strong problem solving skills, and demonstrated ability to enhance accounting processes. Exceptionally detailed and proven track record in vendor relations, month-end close, and financial analysis. Proficient in MS Office Suite, Peachtree Accounting, and Tax Act software. Additional strengths include:

- **Audit Management**
- **Financial Strategy**
- **Cost Accounting**
- **Payroll Processing**
- **Tax Accounting**
- **Financial Reporting**
- **Financial Statements**
- **GAAP Compliance**
- **Staff Leadership**

PROFESSIONAL EXPERIENCE

PALLET MANUFACTURING | PHILADELPHIA, PA | 2009 TO PRESENT

ACCOUNTING MANAGER – 2010 TO PRESENT

Manage all aspects of accounting functions encompassing A/P, A/R, payroll, general ledger, inventory control, and financial statement preparation for **\$40M** global manufacturing company. Collaborate with internal departments; provide accounting expertise to all levels of the organization. Supervise 3-person accounting staff.

- Boosted average profit of special orders by **6%**; created Excel tracking tool, enabling fuller transparency of costs on special production runs.
- Earned **“Letter of Appreciation”** and award from VP of Sales based on valuable insight regarding cost accounting and financial strategy that significantly enhanced company's bottom line.
- Worked closely with 3rd party CPA firm to complete annual tax returns and audits in timely fashion.
- **Selected by Executive Leadership** as integral member of ISO Team, charged with researching and identifying necessary internal changes and documentation for ISO compliance.

STAFF ACCOUNTANT – 2009 TO 2010

Oversaw A/R, collections, and management of Aged A/R valued at **\$775K** per month; reviewed and reconciled all vendor invoices with raw material packing slips. Assisted with vendor negotiations and effectively resolved billing, invoicing, and return item disputes leading to selection as primary vendor contact.

- Uncovered defective inventory through analysis of A/P invoices dating back 9 months; initiated contact with vendors and negotiated **\$20K** in return credits resulting in **Gold Incentive Cash Award**.
- Reduced Aged A/R by average of **\$78K** through implementation of new Aged A/R reporting and collection process; enabled identification of invoices past due by 30 days in more timely manner.

ADDITIONAL EXPERIENCE

ACCOUNTING EXTERNSHIP | LOBSTER, BEAKE & FRALIN, PLC CPAS | PHILADELPHIA, PA | 2008

- Participated in annual audit that was completed on-time and contributed to landing new client for firm; reviewed A/P invoices and monthly, quarterly, and year-end journal entries.

STAFF ACCOUNTANT (TEMPORARY ASSIGNMENT) | KARRINGTON, LOAHM AND REINHART, LLP | READING, PA | 2006

- Gained valuable exposure to evaluation and compilation of pre-tax return documents and reports for corporations, limited liability partnerships, limited liability companies, and non-profit organizations.

EDUCATION & PROFESSIONAL DEVELOPMENT

BACHELOR OF ARTS IN ACCOUNTING | UNIVERSITY OF PENNSYLVANIA, PHILADELPHIA, PA

Passed **Certified Public Accountant (CPA)** Exam in 2011 | Member of AICPA

Pursuing **Certified Management Accountant (CMA)** designation through Institute of Management Accountants