

Sample Nonprofit CFO Resume #1 (Sean Thomas)

Description: In this chief financial officer (CFO) resume sample, Sean shares his deep accounting and financial control experience and then follows with an illustration of his increased responsibility as a vice president, finance and control. Sharing his successful performance in the more expansive vice president role could potentially position him for a role as a nonprofit CFO.

SEAN THOMAS

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EXECUTIVE SUMMARY

A professional managerial position with a proactive, team-orientated progressive organization. Extensive background and experience in accounting, auditing, and operations management. A strong leader and highly effective manager with strong analytical, communication and organizational skills.

PROFESSIONAL EXPERIENCE

2005-Present

Pemberton Energy

Silver Spring, MD

Vice President, Finance and Control

This position reports directly to the President. Budgeting, forecasting and strategic planning; preparation of financial statements; supervision of payments and collections; credit risk and treasury management; corporate taxation issues; chief liaison with external auditing firms, government agencies, and financial institutions.

2001-2005

Sustainable Energy Association

Bethesda, MD

Controller

This position reports directly to the CFO and provides detail to the President and Vice President. Budgeting, forecasting and strategic planning; preparation of financial statements; supervision of payments and collections; credit risk and treasury management; corporate taxation issues; chief liaison

Boston

535 Boylston St., 10th Floor
Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

112 West 34th St., Suite 1510
New York, NY 10120
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

with external auditing firms, government agencies, Board of Directors and financial institutions; grant management and business development. Received Most-Valuable-Performer Award for innovative approach restructuring the accounting department and developing processes and procedures for the international division.

2000-2001

Scott Consulting

Washington, DC

Senior Accountant

Consultant and auditor to Sustainable Energy Association. Responsible for reconciling general ledger accounts, training accounting staff, month-end closings, preparing monthly financial statements, forecasting, supervised daily activities in the accounting department. Sustainable Energy Association offered me a job as its full-time Controller based on my performance there.

1998-2000

SJD Business Services

Washington, DC

Senior Accountant

Responsible for organizing and completing audit fieldwork in the government-contractor and real-estate industries, dealing with clients' problems and questions, training and supervising new and existing staff. Performed reviews, compilations, accounting outsourcing and preparation of partnership and corporation tax returns in several industries. Received the 2000 Star Performer Award for most billable hours during a giving month in tax season.

1997

Cimino, Kenney & Blake

Accountant

Responsible for completing audit fieldwork in the real-estate industry, which included dealing with clients' accounting staff. Performed due diligence, cost certifications.

1985-1996

Seattle Financial

Seattle, WA

District Manager/Property Manager

Forecasted and managed a \$2 Million budget. Developed a training manual and procedures for the District. Trained property managers on new procedures. Supervised 10 property managers in a district with 600 units. Hosted meetings and briefed property owners. Developed marketing strategies for the district. Negotiated contracts with distributors and contractors. Performed a host of administrative and

supervisory tasks as resident manager for four apartment complexes prior to becoming a district manager.

EDUCATION / PROFESSIONAL LICENSURE

2004

Capitol City College

Washington, DC

Master of Business Administration

1985

City of Seattle College

Seattle, WA

Bachelor of Science, Finance

PROFESSIONAL AFFILIATIONS

National Honor Society

The National Association for Accounting Executives

American Institute of Certified Public Accountants (AICPA)

COMPUTER SKILLS

Great Plains, Lawson, Deltek System 1, GCS Premier and Cost Point, Lotus, Quattro Pro, ACE Audit, Go System Tax, Quickbooks, Peach Tree, and most Microsoft business software applications.

LANGUAGES

French and Spanish

Bridgestar (<http://www.bridgestar.org/>), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.