

Joyce Smith

113 Johnson Drive
joycesmith@yahoo.com
Belleville, IL 62200
Cell: 314-412-1234

EXPERIENCE

United Pet Group a div. of Spectrum Brands

St. Louis, MO

Financial/Cost Analyst

February 2005 to Present

- Standard cost calculation, analysis and maintenance for multiple manufacturing facilities, including new product cost estimates.
- Month-end closing responsibilities including journal entries, cost improvement tracking and variance analysis for reporting to senior management.
- Compile annual budget and quarterly forecasts for reporting to corporate finance using detail obtained from plant managers.
- Provide weekly and monthly performance metrics and analytical tools to operations managers, including spot audits of inventory and Sarbanes-Oxley compliance for plant functions.
- Coordinate monthly, quarterly and yearly inventory counts with batching and warehouse departments and report findings to management and outside auditors.
- Initiated change of yearly budget parameters to more closely represent annual plant cost structure and use of SAP for yearly budget and quarterly forecast planning greatly reducing the use of external spreadsheets.
- Initiated SAP system change that allowed for a different overhead rate for one cost center to account for production by two different divisions.

Express Scripts Inc.

St. Louis, MO

Senior Staff Accountant

October 1999 to February 2005

- Monthly closing responsibilities including journal entries, account analysis, and preparation of detailed financial statements
- Analyze budget variances for the divisions and acted as liaison for issues resulting from budget variances.
- Analyze various expense accounts for validity of charges.
- Solely responsible for calculation of accruals and accounting for Preferred Savings Grid Rebate Revenue ensuring compliance with over 1,000 separate vendor agreements.
- Assist in the preparation of quarterly, interim and yearly audits and Sarbanes Oxley compliance.
- Created journal entry upload process eliminating manual entry and increasing efficiency.

Corporate Express Promotional Marketing

St. Louis, MO

Staff Accountant

November 1995 to October 1999

- Assist with preparation of detailed monthly financial statements.
- Reconcile various asset and liability accounts and corporate inter-company accounts.
- Analyze various expense accounts for validity of charges and variances for the divisions.
- Analyze daily sales and report-consolidated sales to upper management.
- Assist in the preparation of yearly audit.

Accounting Clerk

- Process wire and letter of credit payments requests and reconcile the disbursement and control bank accounts.
- Enter journal entries into the system and compile the month end binders.

EDUCATION

St. Louis University, St. Louis, MO

Bachelor of Science in Accounting, 1992

COMPUTER SKILLS

SAP, JDE, Microsoft Office Excel, affinity to learning new software programs.