

# Vice President Finance Resume Sample

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Name & Personal Details of clients are not included for Anonymity

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(xxx) xxx-xxxx

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## EXECUTIVE-LEVEL BUSINESS CONTROLLER

**Financial Auditing • Financial Management • Business Operations  
Process Re-engineering • Process Automation**

### CAREER ACCOMPLISHMENTS

- ❖ **Spearheaded redesign and implementation** of improved P & L reporting processes, migrating from Excel to Access and resulting in decreased man-hours necessary to accomplish tasks, reduction in reporting inconsistencies, and increased speed of production for trading desk with more than \$5B in market capitalization. Achieved increased efficiency and improved financial strength.
- ❖ **Created and implemented SAS loan approval database** for loans in excess of \$1.5M. Standardization and centralization of processes led to significant decrease in number and amount of outstanding loans, as well as increased bottom-line profitability.  
**Played key role** in identification and mapping of all cost centers, on regional and global levels, in support of Deutsche Bank / Bankers Trust merger.

### QUALIFICATION HIGHLIGHTS

- ❖ **Goal - and detail-oriented** with more than 5 years' experience in world-class, finance banking environment, producing daily P & L statements, month-end pricing, month-end close process, dealing with internal and external audit, interfacing with top management and trading desk personnel to achieve required and stated goals.
- ❖ **Automate desk top procedures** using Excel or Access macros

- Strategic Analysis
- Business Relations
- Internal/External Audit Processes
- Change Management
- Quantitative Analysis
- Technical Problem Resolution
- Budget Development / Administration
- P & L Reconciliation
- Process Engineering
- Team / Personnel Management
- Procedure Automation
- Project Administration

## PROFESSIONAL EXPERIENCE

MIDCITY BANK

2011 - Present

### **Assistant Vice President/ Business Area Controller**

Equity Arbitrage/Convertibles Trading Desk

- ❖ Direct all activities related to Business Controls, in assigned area, managing process automation, cost controls, budgeting, and other financial activities.
- ❖ Support trading desk by preparing daily P & L and reconciling any differences with front-end system information.
- ❖ Identify issues between front-end and back-end systems, research problems, and communicate with appropriate areas for correction.
- ❖ Calculate and explain P & L attribution and sensitivity measures using Greeks, and compute and explain buy and hold P & L.
- ❖ Close books at the end of month and prepare income, inventory, and balance sheet reconciliation.
- ❖ Assist in month-end pricing of trading desk's portfolio.
- ❖ Interface with Risk Control and provide necessary reports to ensure adherence to Bank's risk policy requirements.
- ❖ Consult with Internal and External audit personnel to review Controlling procedures and implement any resulting audit points.

### **Assistant Vice President, Business Area Controller**

2008 - 2011

Emerging Mkt., Fixed Income, OTC Derivatives, Operations Management & CRM IT Support

- ❖ Developed Project-based budgets for IT support.
- ❖ Collected Master Data, Settlement Rules, and Time Tracking information to enable implementation of SAP Project System (newly rolled out in New York).
- ❖ Maintained and updated allocation methodologies and compute adjustments resulting from changes for implementation.
- ❖ Developed, generated, and distributed monthly P & L reports, including project status information and allocation to project managers and project beneficiaries.
- ❖ Maintained the General Ledger for IT support areas above including month-end closing.
- ❖ Provided ad hoc management accounting information, including monthly forecasts of fully loaded cost of the IT support areas above and allocations to the business lines.

### **Associate, Business Area Controller**

2006 - 2008

(All Operations Support)

- ❖ Formulated forecasts and operating budgets (\$150M) for all Operations Cost Centers.
- ❖ Maintained the General Ledger for Operations including month-end book close and re-class of accounting entries to appropriate lines using SAP and Computron programs.
- ❖ Analyzed and explained Operation's allocations to the front office and indirect costs (allocations into Operations) to the Operations Managers

Board Staffing Services, Inc 2005 - 2006  
**Consulting Financial Analyst**

Pace University 2003 - 2004  
**Graduate Research Assistant: Department of Economics and Finance**

Bombay Bank England Ltd 1998 - 2002  
**Budget Analyst**

### **EDUCATION, CERTIFICATION & TRAINING**

**M.B.A., Financial Management** - Lubin School of Business 1998  
GPA: 3.88

**B.A., Statistics and Mathematics** - University Of Ghana 1996  
GPA: 3.90

### **MEMBERSHIPS & AFFILIATIONS**

- ❖ Omicron Delta Epsilon - International Honor Society in Economics
- ❖ Beta Gamma Sigma - National Honor Society in Business
- ❖ Outstanding MBA Student - Profiled in Pace University brochure for 1997/1998
- ❖ Student member of North American Chapter of Chartered Accountants of England

### **TECHNOLOGY SKILLS**

- ❖ Bloomberg Professional, SAP FI/CO, Computron, Microsoft Word, Excel & Excel Macros, Access & Access Macros, PowerPoint, Hyperion EssBase, and the Internet for financial research