# Diane T Kelley

## Personable, Self-directed, Goal Oriented Finance Professional

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## Skills Summary

Personable and self-directed professional with background in Finance and Accounting. Experienced Controller with a demonstrated history of working in the biotech, semi-conductors, network/hardware and service technology industry. Highly knowledgeable in Information Systems, Skilled in Microsoft Excel, Accounting, Financial Analysis and Financial Statements Reporting. Driven to work in a cross-functional, rapidly changing environment. Natural leader with keen ability to navigate, track, implement, and resolve through non complex to complex initiatives. Self-motivated, energetic, team and individual contributor with the ability to work well in a cross-functional and operational setting.

Eligible for CPA Exam

### US Controller

April 2018 - Present

Trescal US

- Managed all Accounting and Finance for three entities
- Coordinated consolidated financial reporting for of Domestic and Foreign entities
- Implemented paperless purchase requisition tool with embedded workflow using Google Forms with add-ons for two sites and took cumbersome process to an easy automated and manageable process in a pinch
- Executed post M&A integration of newly acquired companies
- Achieved cost savings over 25% in freight/shipping costs by analyzing, negotiation, and implementing preferred supplier program
- Instrumental in reporting and analysis of revenue and cost drivers and performance measures through multiple ERP platforms with recommended suggestion and levers to increase EBITA
- Successfully lead systems integrations projects for several acquisitions and instrumental in supported group ERP for multinational company

### Controller/Accounting Manager

Sept 2013 - April 2018

Trescal Inc

- Manage all accounting & finance functions, including but not limited to, purchasing, accounts payable, accounts receivable, general ledger maintenance, financial reporting
- Implemented chart of accounts mapping to parent company and corporate business finance accounts
- Prepared timely financial data consolidations including intercompany transactions in SAP Business Objects
- Hired, lead, and supervised team of reports as well as co managed operational staff and activities
- Continuously identify opportunities to streamline and enhance financial processes and analytical tools from concept to fruition.
- Spearheaded continuous improvement initiatives for equipment rental sector of business. Improved equipment turnaround time by 20%(one day) and generated significant operating cost savings for both the stakeholders and customers.
- Effectively acted as controller for business entity
- Liaise effectively with finance constituents on financial accounting and reporting deliverables, issues and process improvements
- Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.

### Senior Accountant

Nov 2007 - Sep 2013

## Core Competencies

- Knowledge of GAAP Guidelines
- Cross-functional team management
- Financial Account Reconciliation
- Highly Proficient in Excel
- Financial Planning/ Analysis
- Financial Reporting Statements
- Mergers and Acquisition Implementation
- Process Improvement and Implementation
- Strategic Planning and Execution
- Project Management
- Systems/Process Integrations

## Computer Skills

Savvy computer user.

Basic Information Systems Knowledge
Advanced Excel Skills: (Pivot Tables, Excel Logic Functions, Vlookup, large data sets),

Crystal Reports, SAP, Microsoft Office Suite, Quickbooks, SAGE, Salesforce, SAP Business Objects Financial Consolidation, Prosystems FX, ADP, Paychex,

## References

Available upon request

### SE Laboratories

- Implemented ERP of Quickbooks
- Integral in due diligence reporting during valuation of the company and assets prior to the company's buyout by Trescal.
- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
- Preparation of all financial reports, including P&L, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
- Provided variance analysis, change reporting and other presentations or ad-hoc reports ; provide corrective action recommendations to management where necessary.

## Associate Accountant — Aug 2006 - Nov 2007

### Genentech (FORTUNE's "100 Best Companies to Work For" in 2007)

- Completion of accurate and timely reconciliation and research of Vendor Finance accounts
- Supported month-end close procedures,
- Identified and escalated areas of risk mitigation
- vendor master database management,
- Conducted internal audits related to SOX compliance.
- Prepared monthly EDD and annual 1099 and 1042S filing.
- Corporate Procurement Card Administrator and Management.
- Prepared journal entries, accrual entries, duplicate pay, aging reporting, audit and reconciliation.

## Staff Accountant — Aug 2004 - Aug 2006

### LegalMatch

- Daily accounting operation and hands-on management of accounts receivable, accounts payable, payroll and monthly close.
- Generated monthly financial statements, balance sheets, cash flow, budgeting, planning, forecasting, and revenue recognition.
- Provided corresponding daily, weekly and monthly management reports. Maintained daily cash flow analysis, journal entries, and fixed assets accounting.
- Computed semi-monthly compensation of 100+sales commissions.
- Revenue Recognition Forecasting
- Effective key liaison for the sales and management team.
- Semi-Monthly Payroll for 200+ EE's. 401k
- Fully managed  private stock options administration.

## Tax Accountant — Aug 2002 - Aug 2004

### HD Vest/LFS Asset Management

- Prepared Individual Tax Returns, quarterly payroll tax returns and sales tax returns for clients.
- Assisted Certified Public Accountants with tax returns and financial statements for individuals, partnerships, and corporations.
- 1099, W2 preparation and filing.
- Assisted in compiling Financial Analysis Effective communication with IRS and Social Security Administration on regular basis for pertinent information.

## Junior Tax Accountant — Jan 2001 - Aug 2002

### Linsco Private Ledger

- Prepared sales tax, payroll filings, reconciliations, and cost basis calculations of stock for clients.
- Processed accounts receivables, invoicing, billing and collections for operations.
- Prosystems FX Practice Management design and structure implementation.
- Accounts payable procedures, monthly balance sheet consolidation, control accounting, general cash functions, direct billing, and application of payments.
- Processed e-file through Lacerte and CCH Prostystems FX for Federal and State Acceptance. Assembled Tax Returns.
- Mail Merge and mass mailing of marketing material.

Certified Tax Preparer — Jan 2001 - Present

CTEC No: A127279

Registered tax preparer licensed by the State of California

BS Degree in Corporate Finance — Jan 2000 - Jan 2004

San Francisco State University