

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 Prosystems 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](#)