

Molly C. King

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OBJECTIVE: Attain a challenging financial leadership position that provides opportunities to utilize my knowledge and abilities as an executive financial officer and to advance an ethical and accountable management of fiscal resources .

SKILLS: Advanced Accounting, Financial Analysis, Reporting and Projections, Budget Management, Personnel Management, Efficiency Implementation, Project and Policy Analysis, Asset Management, Regulatory Compliance, Record Management,

EDUCATION: **Keller Graduate School**
Masters Candidate in Management Accounting and Finance –with emphasis on CPA

Hofstra University
Bachelor of Science, Accounting, 2004

SKILLS SUMMARY:

- Over 15 years of experience in accounting, financial reporting, budget analysis/forecast and management of accounting resources
- Strong analytical and communication skills
- Responsible for creating and monitoring budgets in excess of \$5 Billion
- Well versed in several financial and accounting software applications, including the MS Office Suite with an advanced level knowledge of Microsoft Excel and reporting, MRP systems, Quick Books, FAS Asset Management System, Star builder, Peachtree, and customized People Soft applications
- Able to motivate staff and work with various levels of management and departments by using a quantitative accountability approach to establishing budgets and communicating financial reports and analysis
- Review and reconcile payroll to ensure there are no errors or process delays
- Working collaboratively with audit firms to ensure 100% compliance and accountability per Sarbanes-Oxley requirements.
- Designed and implemented new billing review processes to ensure efficiency and accuracy
- Day to day financial management with treasury, operating cash flow activities and financial planning

PROFESSIONAL EXPERIENCE:

3/2013 – Present Budget and Fiscal Analyst Sr - Budget and Management - City of Milwaukee

- Analyze budget proposals, financial reports and expenditures, and develop budget recommendations for city departments.
- Act as a liaison between the Budget Office and the Mayor's Office.
- Prepare budget and financial briefings for the Mayor and Common Council members on various city budgets.
- Assist in the preparation of future year budget requests, ensuring operating plans are strategically aligned to City's mission, strategic requirements, and performance goals.

- Created and maintained spreadsheets used to develop, monitor, interpret and present financial information.

5/2010- 3/2013 **Department of Public Works - Infrastructure Services - City of Milwaukee**
Management & Accounting Officer

- Direct oversight and management of entry level accountants, clerical and administrative personnel
- Manage \$150M in State/Federal Capital Funds for paving and bridge projects and grant reimbursements.
- General office supervision and administration, filing, record retention, payroll corrections and coordination of telephones and cell phones for the Division.
- Analyze and maintain developers account for appropriate billing and revenue recognition.
- Implemented a procedure to meet the needs and new requirements of \$200M in WisDot & Fed billings.
- Served as legislative liaison, prepared management reports, cost reports and project analyses for policy makers.

06/2008 - 05/2010 **Navistar –International Truck & Engine.**
Senior Accountant –Waukesha

- Administered monthly closing process by preparing monthly journal entries, performed monthly variance analysis of financial results and completed various general ledger account reconciliations.
- Prepared various monthly and quarterly ad hoc analyses, reports and reconciliations.
- Assisted in the preparation of 10Ks, 10Q and other SEC filings.
- Assisted with monthly reporting package preparation and analysis of results/variances.
- Documented and strengthened site controls to ensure compliance with company-wide SOX initiatives.

4/2007- 06/2008 **Housing Authority of City of Milwaukee**
Management Accountant

- Reviewed and reconciled payments on all governmental contracts and programs, including complying with contracts language, preparing disbursements, and analyzing expenditures. Ensured the integrity of financial records for contract programs.
- Reconciled Various Government Grants and funding to ensure funds were allocated to appropriate expense account and provided general ledger account analysis.
- Coordinated both internal and external auditors, oversaw the payables department and bank reconciliations.
- Controlled cash flow, including monitoring and approving all bank related transactions.

04/2003 – 4/2007 **SPX Dock Products – Muskego WI**
Senior Financial Analyst/Accountant – Muskego

- Assisted in monthly financial closure and financial reporting, annual budget preparation and monthly outlooks.
- Entered and kept control over all assets that were either purchased or disposed.

- Reconciled G/L accounts and performed monthly analysis.
- Implemented Annual Physical Inventory and analyzed results.

08/1998 – 04/2003 ***Accountemps Inc. – Milwaukee,
Senior Accountant (Contractor)***

- Prepared cost allocation schedules.
- Assisted in the planning, studying and collecting of data to determine the costs of business activities, such as Raw Materials Purchasing, Inventory and Labor.
- Assisted in analyzing actual manufacturing costs and prepared periodic reports, which compared estimated costs to actual production costs.
- Produced monthly Estimate at Completion (EAC)/Gross Margin reports for submission to the Controller and Executive Management.
- Assisted in the preparation of termination cost sheets and liability schedules as required by contracts.
- Assisted in the implementation and control of a quarterly physical inventory check, including: Control of Inventory Tickets and Valuation.

04/1994 – 07/1998 ***Jamaica Savings Banks – New York, NY
Customer Service Representative***

- Processed: customer checks, cash deposits and cash withdrawals.
- Reconciled the daily cash draw.
- Performed daily reconciliation of ATM machine.
- Filed customers' signature cards.
- Performed safe deposit tasks.