

SARA A. JAMES

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DIRECTOR OF ACCOUNTING & CONTROLLER

Financial Operations | Corporate Accounting | Executive Leadership

Dynamic, results-oriented Certified Public Accountant with 10 years of progressive leadership growth within a competitive manufacturing environment. Collaborative leader who drives initiative in all phases of compliance and audit procedures, accounting, tax calculations, and financial statement reporting. Proven ability to produce cost containment, process improvement, technology enhancement, and revenue development to maximize profitability for the employer. Technical skills include Microsoft Office (Word, Excel, PowerPoint), Peachtree Accounting, and TaxACT software.

- Hiring, Training and Supervising
- Cost/Benefit Analysis
- Risk Management
- Financial Strategic Planning
- Accounts Receivable (A/R)
- Accounts Payable (A/P)
- Corporate Tax Returns
- Vendor Negotiation
- Executive Presentations
- Job Costing
- Strategic Planning
- Auditing

PROFESSIONAL EXPERIENCE

HUNT MANUFACTURING, Boston, MA

2009 – Present

Accounting Manager, 2010 – Present

- Manage all aspects of accounting operations including A/P, A/R, payroll, general ledger, inventory control, and financial statements using sound knowledge of GAAP.
- Cross-functional team player who possesses an outstanding ability to read, interpret, and apply a broad range of ISO standards to accounting and manufacturing regulations.
- Generated a tracking system to manage costs on a \$275K inventory budget, which increased the profit per order by 6% and saved the company thousands of dollars. This procedure is now used in all special order sales proposals.
- Coordinate with company CPA firm to complete annual audit and tax returns along with compiling and submitting year-end records and reports.

Staff Accountant, 2009 – 2010

- Achieved \$40 Million budget objectives by managing billing, collections, and Aged A/R.
- Identified accounts 30 days past the invoice date that prompted the initiative to institute the Aged A/R Report to be run every two weeks instead of once a month. This resulted in a “Gold Incentive” cash award.
- Instituted a “courtesy reminder” on delinquent accounts, which increased cash flow and decreased Aged A/R by an average of \$84K.
- Negotiated \$20K returns to employer by analyzing old inventory, pulling A/P invoices for defective parts, and contacting vendors.

SHAWMUT, DANZINGER, AND HOLLAND CPA'S, Cambridge, MA

2008

Accounting Externship

- Completed fiscal year-end audit within a manufacturing company that specializes in material handling and conveyor equipment.
- Reviewed A/P invoices for raw material purchases and matched them with inventory records under the direction of the Audit Team Leader.
- Gained a new long-term client by completing timely audits.
- Assisted with monthly, quarterly, and year-end journal entries for A/P and A/R.

HANSON, GOLDSTEIN AND GOLDSTEIN, LLP, Stow, MA

2006

Staff Accountant

- Collaborated with Senior Staff Accountant to review and compile pre-tax return documents and reports for S and C corporations, limited liability partnerships (LLPs), limited liability companies (LLCs), and non-profit organizations.

- Obtained experience utilizing accounting procedures, reports, and tax returns for various types of companies and industries.

EDUCATION & CREDENTIALS

Bachelor of Arts, Accounting, Boston College, Boston, MA, 2008
Associate of Arts, Accounting, Stow Community College, Stow, PA, 2006

Certified Public Accountant, American Institute of Certified Public Accountants (AICPA), 2012

COMMUNITY LEADERSHIP

WILSON FREE CLINIC, Boston, MA

2010-Present

Accountant Volunteer

- Oversee accounting records, reconcile bank statements, and prepare financial statements to be presented to the clinic's Board of Directors.