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I am well-versed in many aspects of financial management that ranges from accounting operations, financial analysis and project management. It is my objective to increase company's revenues and profits with a full financial control and sustainable growth by monitoring and controlling its operations and projects. It is an important and complex role I love to do for a company that can survive if it is active to invest to meet federal and local regulatory requirements and safeguards its finances.

Here are highlights that I love to do.

#### Finance and Accounting related

- Run accounting operations, financial reporting and financial analysis to evaluate the company's financial condition, invest in process improvement opportunities and mitigate risks.
- Forecast and manage short- and long-term cash positions to run operations smoothly.
- Ensure financial reports are in regulatory GAAP and SOX compliance for reporting accuracy and being able to access to the capital market.

#### Project Management related

- Identify project deliverables, build a budget, apply resources and set action plans.
- Track project progress and its costs with Earned Value Management, EVM, to reach milestones and complete the project on budget and time.
- Drive efficiency improvements with the PDCA methodology to reduce financial reporting inefficiencies and costs.

#### Professional History

##### **Accounting Manager** (2017 Feb. to 2019 Oct.)

Pivot Industries Limited / System development company in data management / Littleton, Colorado

- Monitor cash, A/R and A/P to maintain adequate cash to run operations.
- Record journal entries and post to general and sub ledgers.
- Lead accounting month end cycle process that covers adjusting entries, accruals, deferrals, reconciliation and reporting.
- Identify financial reporting errors, make corrections and prevent from recurring.
- File sales, payroll, property and income taxes properly.
- Prepare asset depreciation and debt repayment schedules.
- Document accounting IT system procedures, train staff and improve process efficiency.
- Explore and apply effective use of latest technologies to automate repetitive financial report processes to reduce human factor errors to improve financial report accuracy.
- Perform audits that emphasizes entry error detections, segregation of duties, access control, authorization, change management, document storage security and data breach prevention.
- Communicate with external consulting firm auditors to evaluate effectiveness of GAAP and SOX internal control and implement changes with internal stakeholders.
- Update the accounting policy and procedure that meets GAAP and SOX requirements with COSO framework.

- Analyze the company's financial status, set future financial plans, and allocate budgets to business segments and projects.
- Identify risks, monitor actual against plan variances, cooperate to mitigate risks, control costs, and write progress reports.
- Present business cases and financial outlook to venture capital firms to raise funds.
- Participated multimillion-dollar contract negotiations as a system development contractor with the Department of Defense, aviation and energy companies.
- Support and motivate accountants to perform accounting tasks.

**Senior Financial Analyst (2011 Jan. to 2017 Feb.)**

ReadyTalk / System development company in video and web conferencing / Denver, Colorado

- Accounting: Adjusting entries of accruals and deferrals; bank reconciliation, balance sheet accounts reconciliation
- Cash Management: A/R, A/P and cash flow managed to run operations
- Payroll operations: Payroll processing, payroll deductible management, year-end tax reporting including W2, payroll and withholdings remittance and accrual journal entries
- Financial analysis: Variance, sensitivity, regression, pro forma, customer acquisition and churn analysis performed to evaluate financial health
- Budgeting: Companywide budget planning with eight functional leaders
- Internal controls and auditing: Financial reporting process audited, risks identified, policy and procedures updated in accordance with GAAP and SOX requirements examined as an internal auditor, following external auditor leadership
- Request for Proposal: Leadership role filling in the finance segments in proposals
- Projects: Product development project costs and schedule controlled, project delays identified, and fixes applied with Earned Value Management
- Visualization: KPIs, financial analysis, budget to actual variances reported via. Power B.I.
- IT: Implementation of Adaptive Insights for Finance, process documentation, staff training
- Vendor management: Contract price and term negotiations
- Results: Doubling recurring revenue from \$20MM to \$40MM and increasing sales and net income at double-digit growth annually over six years period; \$2MM recurring COGS saving through negotiations with major suppliers, including Global Crossing, by providing supply chain profitability analysis

**Finance and Project Manager (1998 Sep. to 2007 Apr.)**

JTB / Hospitality / Honolulu, Hawaii

- Finance: Responsible for revenue and COGS planning and execution of business units
- Infrastructure upgrade: Successful deployment of assets in communication system, data center, customer lounge, call center, and S.F. style trolley busses
- Supply chain management: Contract negotiation with hotels, optional tour vendors, rent-a-car vendors, retailers and restaurants
- Accounting: Cash flow, profitability and KPI analysis
- Result: Increased tourist count by 15 % to 1,150 daily or \$10 MM additional revenue annually

## Education

- MBA in International Business, National University, San Diego, California / 1989
- Bachelor's degree in Economics, Tokai University, Kanagawa, Japan / 1985

## Skills

Accounting	Financial Reporting / GAAP & SOX compliance / Internal controls / Accounting policies and procedures / Liquidity management / Month end close / Cost accounting / Management accounting
Finance	Planning and budgeting / Financial analysis / Profitability analysis / Financial modeling / DCF analysis / Company valuation / ROI analysis
Project	Cost and schedule management / Earned Value Management / Cost estimation & budget / Risk management
Big Data Application	Statistical analysis / Multiple regression analysis / Sensitivity analysis JD Edwards / NetSuite / ADP Work Now / SAP Concur / QuickBooks / Salesforce / Adaptive Insights for Finance / Power BI / Tableau
Office software	Microsoft Word, Excel, PowerPoint and Project
Language	Bilingual in Japanese and English (both fluent in writing and speaking)
Soft Skill	Collaboration / Effective communication / Leadership

## Certificate

Data Science / From Microsoft / Issued June 2017