

PETER M. SMITH, MBA

804 Westport Place • Virginia Beach, VA 23464
Phone: 757.470.7429 • Email: peter@neosmith.com

PROFESSIONAL PROFILE

ACCOUNTING MANAGER / CORPORATE CONTROLLER / SYSTEMS AND CONTROLS DEVELOPMENT

Accomplished accounting manager with extensive knowledge of financial accounting, general ledger, internal controls, and auditing. Areas of high proficiency include:

- Accounting & Financial Operations
- Professional Communications
- Internal Controls Enhancement
- General Ledger Account Reconciliations
- Budget Development & Management
- Project Management / Process Improvement
- Mergers & Acquisitions
- Issue Resolution & Problem Solving

Proven organizational and communications skills, with the ability to prioritize multiple and complex tasks, often with conflicting deadlines. Exercises high degree of discretion, insight, professional judgment, and tact in handling highly sensitive or confidential issues. Productively develops and implements cost-saving measures, conceptualizing and effecting creative solutions, and maximizing available resources to provide significant financial and organizational benefit.

PROFESSIONAL EXPERIENCE

LANDMARK COMMUNICATIONS / CONTINENTAL BROADBAND, Norfolk, VA

Mar 2005 - Present

Regional Controller

Internet & Managed Data Services Industry

Leads all aspects of financial accounting, reporting, and compliance for \$50 million per year strategic technology operating businesses. Compiles GAAP financial statements for regional operating units and reports results directly to corporate executive management. Oversees the month-end close integration of revenue and expenses into corporate AS/400 accounting system. Prepares detailed general ledger and bank account reconciliations through substantiation by supporting documentation and informative descriptions.

- ❖ Responsible for providing appropriate technical accounting interpretation on the application of generally accepted accounting practices to finance/accounting personnel and senior executive management.
- ❖ Creates, maintains, and ensures implementation of appropriate accounting policies, controls, and best practices.
- ❖ Analyses account balances for Validity, Appropriateness, and Adequacy and identifies items to be corrected.
- ❖ Key corporate resource for development of custom and ad-hoc SQL query, reporting, and analysis of financial records from back-office accounting systems.
- ❖ Lead role in the development and maintenance of the annual operating budget.
- ❖ Compiles and analyzes merger and acquisition due diligence.
- ❖ Assimilates newly acquired companies into the corporate accounting structure, standards and guidelines

YEATTS CONTRACT OF VIRGINIA, INC., Portsmouth, VA

Aug 2004 - Mar 2005

Director of Accounting

GSA Government Contract Industry

Led accounting department and staff in a fast-paced environment that spanned multiple entities. Managed operative cash flow of \$35 Million and credit lines of over \$6 Million. Managed compliance with complex US Government contract sales reporting. Oversees cash flow management, accounts payable, and payroll processing.

- ❖ Managed all financial transactions and reporting, aligned and produced reports for the President and key management personnel.
- ❖ Implemented new processes and work flow for order entry, sales, and accounting departments including detailed process descriptions and flow charts.
- ❖ Managed eight subordinates in Accounts Payable, Purchasing, Accounts Receivable, Cash Management, and Payroll accounting functions.
- ❖ Championed successful initiative to lower expenses and increase profitability through internal process improvement related to the timing of purchases.

IMPACT PRODUCTIONS, INC., Tulsa, OK

Mar 2002 - Aug 2004

Director of Finance, Corporate Controller Media Production Industry

Responsible for the overall financial leadership including revenue/expense management, budgeting, and financial accounting of for-profit and not-for-profit operations. Led successful initiatives to enhance financial and operational results. Established, maintained, and enforced the organization's accounting procedures, principles and practices.

- ❖ Coordinated and managed projects securing over \$4 million in funding and investment capital for new initiatives.
- ❖ Facilitated partner development and donation fund-raising activities. Managed all business transactions from a financial and cash-flow perspective.
- ❖ Reported directly to the President of the company, reviewed analyses of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives.
- ❖ Managed corporate reporting and requirements, compiled monthly corporate financial statements, and yearly tax filing for Not-for-Profit Corporation.
- ❖ Produced quarterly compiling of royalty reports for affiliated LLC entities and coordinates independent accountants review and all tax filings.
- ❖ Accurately developed, reviewed and analyzed internal financial statements. Performed ad hoc financial analysis and financial modeling as needed. Accurately tracked and forecasted revenue, operating, and capital expenditures.

THE WILLIAMS COMPANIES / WCG, Tulsa, OK

Nov 2000 - Mar 2002

Project Coordinator II

Responsible for delivery and overall outcome of development and coordination efforts for key applications. Manage development of high visibility software applications from requirements gathering to development to post-implementation.

- ❖ Managed major project (\$1M+) budgetary issues including obtaining LOM estimates and tracking AFE items from conception phase to post-implementation.
- ❖ Project Manager for high-visibility portal application including Intranet, Extranet, and Wireless accessibility.
- ❖ Enhanced product lines through solutions compliant with technical requirements and direct input from strategic customers, support, and marketing.
- ❖ Managed the gathering and documentation of technical requirements for mission-critical customer applications.
- ❖ Developed project plans, which identify key issues, problems, approaches, performance metrics and resources required.
- ❖ Coordinator and Technical Writer for Scope Documents, Business Rules, and Technical Requirements.

TAX AND ACCOUNTING SOFTWARE CORP., Tulsa, OK

May 1997 - Nov 2000

Sales and Marketing Management

Responsible for \$1.2 million in revenue, project management, new client acquisition, and customer support. Technical speaker at tax training presentations.

- ❖ Increased revenue 32% by bringing in \$308,000 of new recurring revenue in 1999.
- ❖ Increased revenue 13%, second highest revenue increase in company 1998.
- ❖ Led the tax support department in resolved issues and customer satisfaction with best in company resolve rates.

EDUCATION**Regent University - 2006**

Master of Business Administration, Finance

Oral Roberts University - 1997

Bachelor of Science, Business Management

PROFESSIONAL AFFILIATIONS

Virginia Board of Accountancy
CPA Candidate, License Expected 3Q 2009

American Institute of Certified Public Accountants
Associate Member

Virginia Society of Certified Public Accountants
Associate Member

COMMUNITY INVOLVEMENT

US Coast Guard Auxiliary - Vice Flotilla Commander • United Way - Young Leaders Society • Church Volunteer

COMPUTER SKILLS

Accounting / Tax Software

Infinium (AS/400), Essbase, Showcase (SQL report writer), Quickbooks Pro, Peachtree, Traverse, Platypus, EasyACCT, ACCPAC, Lacerte, Intuit ProSeries, TurboTax, TaxCut

Business / Administrative Software

Microsoft Project, Excel, Word, Access, PowerPoint, Outlook, and Visio.

REFERENCES

Available on request.