

Jessica A. Woodward-Ericksson, CPA

15476 Bramingham Way SW
Philadelphia, PA 19115
(H) 215-902-7161; (C) 215-905-1151
ja_wericksson@verizon.net

Director of Accounting/Controller

Grasps Big Picture, Delivers Strong Results

Passionate, creative Accounting professional with a wealth of experience in manufacturing environment. Exceeds performance expectations and quickly grasps how to make process improvements and bottom line contributions. Possesses strong understanding of how accounting helps companies achieve short- and long-range goals. Assigned to critical, high-profile accounting and enterprise-wide projects including ISO Certification project. True team player recognized for making accounting reports and procedures understandable to colleagues at all levels.

SIGNATURE STRENGTHS AT A GLANCE

Staff Training/Development | Team Management | Job Costing | GAAP | Staffing/Talent Acquisition
Client Service | Vendor Relations | Accounts Receivable (A/R) | Accounts Payable (A/P)
Financial Statements | Special Reports | Payroll | General Ledger | Inventory Control | Sales Proposals
Aging AR Reports | ISO Standards | Accounting Management

COMPUTER SOFTWARE SKILLS

MS Word, Excel, PowerPoint, Peachtree, TaxACT

CAREER TRACK AND PERFORMANCE

Pallet Manufacturing, Philadelphia, PA January 2009 – present
Family owned wooden pallet manufacturer and warehousing / logistics solutions provider founded in 1946 with annual revenues of \$40M

Accounting Manager (June 2010 – present)

Supervises two Staff Accountants and Payroll Clerk. Handles talent acquisition, training/development, and performance evaluations. Manages all day-to-day accounting functions including A/R, A/P, Payroll, General Ledger, Inventory Control, financial statements, and special projects as assigned by executive team. Works closely with other department heads including IT, Inventory Control, Sales, and Production. Coordinates annual audit and tax returns with company's CPA firm. Tracks profitability of special orders (greater than \$250K) through collaboration with Sales and Manufacturing Managers.

- **Conceptualized and implemented complex Excel spreadsheet that delivers closer cost projections and has increased average profit by 6%.**
- Received recognition from VP of Sales for substantial bottom-line contributions to company.
- Appointed to ISO Certification project team to assist company in earning ISO 9001:2008 certification.

Staff Accountant (January 2009 – June 2010)

Oversaw Accounts Receivable billing including all invoices and monthly statements. Handled collections and management of Aged A/R (averaged \$775K per month). Assisted A/P with task of review and matching of vendor invoices with packing slips. Negotiated with vendors on return item credit and invoice disputes.

- **Implemented new process by running Aged A/R report every two weeks, which increased cash flow and decreased Aged A/R by an average of \$78K.**
- Earned recognition with a Gold Incentive Award by negotiating with vendors for \$20K in return credits for defective parts.

Lobster, Beake and Fralin, PLC CPAs, Philadelphia, PA September 2008 – December 2008
CPA firm providing accounting services to regional and international clients including manufacturing companies

Accounting Externship

Worked under direction of Senior Staff Accountant. Participated in fiscal year-end audit for manufacturing client. Collaborated closely with Audit Team Leader to review A/P invoices and match inventory records. Analyzed monthly, quarterly, and year-end general journal entries for A/R and A/P.

- **Commended by Audit Team Leader for playing key role in team's timely audit completion, which increased client's trust and earned the firm potential new business.**

Karrington, Loahm and Reinhart, LLP, Reading, PA July 2006 – December 2006
CPA firm serving a regional and national client base

Staff Accountant (Short-term project)

Gained hands-on accounting experience under the direction of a Senior Staff Accountant. Responsibilities included reviewing and compiling client tax return documents and reports for S and C corporations, LLCs, LLPs, and non-profit organizations.

EDUCATION

University of Pennsylvania, Philadelphia, PA – Bachelor of Arts in Accounting (2008); GPA: 3.67
Reading Area Community College, Reading, PA – Associate of Arts in Accounting (2006); GPA: 3.50

CERTIFICATIONS

Certified Public Accountant (CPA) (2011) - Member, AICPA

COMMUNITY INVOLVEMENT

Nordstrom Free Clinic March 2010 – Present
Accounting Volunteer

Reviews accounting records, reconciles bank statements, and prepares financial statements for presentation to the clinic's Board of Directors each month.