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OBJECTIVE

Organized, detail-oriented and analytical individual seeking Accounting Manager/Facility Controller position in small to medium size company, human services or non-profit organization.

SUMMARY

Extensive financial and administrative management experience in these critical control functions:

- Policy Development & Enforcement
- Regulatory Compliance
- Budget Development
- Cost Reporting & Financial Analysis
- P&L Responsibility
- Process Improvements & Cost Reductions
- General Ledger
- Accounts Payable
- Accounts Receivable
- Collections
- Credit
- Payroll & Benefits
- Capital Improvements
- Fixed Assets
- Governmental Filings
- Purchasing
- Inventory Control
- Monthly Closings
- Banking
- Internal Controls
- Auditing

EXPERIENCE

VBNB – Greensboro, N.C. 2009-2010
BUSINESS CONSULTANT

- Provided business expertise and tax reporting services while seeking full-time employment opportunities.

OLYMPIC PRODUCTS LLC – Greensboro, N.C. 2008
PLANT CONTROLLER

- Performed all financial activities of the plant including budgeting, forecasting, cash flow management and various forms of reporting actual operating results.
- Managed the accounts payable, accounts receivable, collections, fixed asset and general ledger maintenance & reconciliation functions of the facility.

SOUTHEASTERN PAPER GROUP - Brown Summit, N.C. 2005-2008
ACCOUNTING MANAGER

- Reduced and maintained daily sales outstanding of 25 days, equating to reduction of \$3.1 million, compared to the industry average of 37 days.
- Processed \$1.3 million in payable weekly with no recurring backlog eliminating vendor receivable and purchasing issues.
- Improved work process procedures eliminating the need to match purchasing, shipping, receiving and invoice information in the payment of invoices while improving overall control.
- Implemented an accrual process to address fluctuation in monthly financials.
- Implemented complete system conversions to our accounts payable and accounts receivable applications to eliminate unnecessary steps and information.
- Filed numerous federal, state and local governmental listings and reports.

- Established and fostered banking relationships. Worked closely with institutions in setting up wire transfers and utilizing remote capture technology
- Developed self-sustaining staffs consisting of five associates continually providing for their professional and technical training.

BB&T (via AJILON FINANCE) – Winston-Salem, N.C.
SARBANES-OXLEY CONSULTANT

2004

- Facilitated the implementation of the Sarbanes-Oxley internal accountability program.

BURLINGTON INDUSTRIES, INC. – Burlington, N.C.
PLANT CONTROLLER, COST ACCOUNTANT

1978-2003

- Developed and implemented annual budget packages in excess of \$200 million for multiple facilities including allowances for labor, benefits, supplies, overhead, bad debt, etc.
- Developed and detailed thorough product costs for the 10,000 plus production sku's incorporating all operational costs and division/corporate allocations built into our projected budgets.
- Administered cost savings committee consisting of facility department heads which improved plant work processes and generated cost reduction ideas averaging \$500,000 per year.
- Developed thorough reporting tools to keep management informed of operating forecasts, cash flow position, actual expenditures versus operating budgets and other financial analysis.
- Consolidated the accounts payable function from multiple outlying locations to a central location and implemented "team-oriented" approach to eliminate backlogs and improve efficiency.
- Automated financial system responsible for expense/revenue reporting, focusing primarily on the duplication and redundancy of information in our purchasing and accounts payable applications.
- Processed accurate payrolls for multiple facilities in excess of 500 associates.
- Administered the negotiation and capitalization of \$500 million in improvements.
- Maintained fixed asset control over 10,000 capitalized items utilizing a strictly controlled system of internal functions and forms.
- Maintained an extensive general ledger system and reconciled key accounts monthly.
- Coordinated successful monthly physical inventories for five facilities involving approximately 100 associates. Also managed cycle check results for inventories maintained perpetually.
- Documented and implemented system of internal controls to ensure work process and transaction accountability including the International Standards of Organization (ISO) and Sarbanes-Oxley programs.
- Served as contact for all audit groups and always received outstanding results.

COMPUTER STRENGTHS

Proficient using Microsoft Office products (Word, Excel, PowerPoint and Outlook Express), Windows products, QuickBooks, ADP, Internet and various mainframe and third party operating systems.

EDUCATION

B.S. Business Administration with 15 hours of Accounting – High Point University

COMMUNITY ACTIVITIES

Facilitator for the Friendly Avenue Baptist Church Job Seekers Group
 Gateway Education Center for the severely and profoundly handicapped
 Greensboro Interfaith Hospitality Network
 Habitat for Humanity
 Urban Ministries
 Alabama Rural Ministries – Mission Trips