

Sharon Logan

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Successful Controller, Staff Accountant and Finance Director well-versed in accounting standards, acts, and regulations.

I excel at problem-solving and critical thinking, well-versed in accounting and economic best practices.

I am a client focused, computer savvy, accountant with a history of exemplary rated performance within a leading law firm, highly professional accountant with a comprehensive command of legal, office, human resources, administrative and clerical support functions, responsible for all management of financial systems and budgets, manager, team player, and sole contributor.

I am seeking a position where I can maximize my 25+ years of Accounting, Finance, Human Resources, Client Assurance, Program Development, and Training Experience.

Expert proficiency with MicrosoftOffice, Quickbooks, Excel, SAP, and tax software.

Exceptional interpersonal and communication skills, I am able to make timely decisions and have strong grasp of Time Management.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Controller

Meridian Systems Supply - Orange, CA
January 2015 to June 2021

Directly responsible for analysis and summarization of general ledger accounts, preparation of financial statements, payroll, commissions, and audits.

Efficiently managed accounting and staff of 25 employees (exempt and non-exempt).

Reduced billing errors by 30%, and dramatically increased customer satisfaction.

Presented financial recaps and audits to C-level executives and the Board of Directors.

Supported and maintained corporate and divisional budgets throughout the company.

Prepared yearly audits and ensured compliance with governmental tax guidelines.

Developed action plans for delinquent accounts by contacting customers, making collections, and negotiating loan extensions.

Safeguarded all bank accounts to regulate accuracy of deposits and withdrawals.

Reconciled bank statements and accounts every month to keep records accurate.

Director of Finance and Administration

Wykidal and Associates - Newport Beach, CA

January 2009 to January 2015

Managed all HR functions-workers compensation, health insurance plans, recruiting and personnel files.

Key player in providing excellent client service and ensuring smooth internal operations.

Managed a range of confidential records, processes and documents throughout legal proceedings such as litigation, settlement negotiations, depositions, divorce and criminal matters.

Effectively managed high-volume workload of client billing and client accounts. Improved the organization and security of both paper and computerized files.

Implemented new systems and safeguards to protect confidential client information and firm records.

Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, payroll and cash allocations.

Provided an active presence within community by networking with organizations to build community relationships that translate to new business.

Education

Bachelor in Accounting

Cal State Fullerton

September 1986 to June 1990

Skills

- Office Work Flow Improvements Negotiation Variance Resolution Audit Preparation Audit Management GAAP Compliance Month-End Closing Procedure Development Regulatory Compliance Team Oversight Administer Budgets Manage Investment Strategies (10+ years)
- Bookkeeping
- Accounting
- QuickBooks
- Human resources

Assessments

Accounting skills: Bookkeeping — Highly Proficient

April 2020

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

Real estate — Highly Proficient

October 2019

Measures a candidate's ability to match listings with specifications and identify errors on marketing materials.

Full results: [Highly Proficient](#)

Advanced attention to detail — Proficient

September 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

April 2020

Planning and managing resources to accomplish organizational goals.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.