

Dorothy Pietrzak

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Controller / Accounting Manager

Highlights of Qualifications

25+ years of experience in Manufacturing Accounting
Automotive, Food Processing, Critical Welding, Assembly and Concrete Manufacturing Experience
Strong background in Cost Accounting, and Extensive knowledge of ERP software's
Demonstrated ability to develop, identify and implement process improvements
Strong project management skills and ability to work all levels of an organization
Ability to learn new concepts and improve existing ones
Results driven, hands on, analytical and detail-oriented problem solver

Proven Areas of Expertise

Financial Reporting, Analysis and Presentations; Budgeting and Forecasting; Cost Methods and Inventory Valuation (Job Costing, Process Costing ABC Costing, Standard Cost, Average Cost and FIFO Cost); Cost and Variance Analysis; Account Reconciliations; Fixed Assets and Project Capitalization; Cash Management; Internal Controls; ERP System Implementations; Management of an Accounting Department, Proficient in Microsoft Access and Excel

Selected Accomplishments

- Developed and implemented of the Accounting/Financial software program within Company owned EPR/MRP Software. Led the team of software developers at HQ in Italy.
- Initiated and led a weekly meeting of managers on process improvements. Brainstorm ideas and resolved issues such as inventory, process flow, bill of materials, production issues and improve communication between departments.
- Implementation of new ERP system. Team Member in evaluating, implementing and training employees on the purchase of a new software package. Was recognized by the software company for my involvement in software improvements and was asked to be a member of their Steering Committee and Product Advisory Committee to give advice on software improvements; and beta test revision changes for accuracy.
- Increase accuracy with the creation and development of an Access Database, linked to current system that would monitor work orders performance, provides product comparison, report production efficiencies and areas for improvement that eliminated duplicate entry into spreadsheet for analysis.
- Created, developed and wrote a Costing System in Access Database that would increase our ability to create "What if analysis". This gave us the ability to visually see what a change will do to the bottom line as well as provide us a better tool to forecast and budget product costs. This initiative and creative efforts were recognized by Corporate Upper Management.
- Initiated, developed and wrote a Budgeting System in Access Database which was used for multiple issues: setting thresholds for purchasing, for forecasting overhead costs, providing a trend analysis on expenses and to flag unnecessary spending; and reduced costs by improving budget allocations.
Assisted in securing in financial backing, which allowed my employer to exit Bankruptcy and assisted in the re-design and the re-organization of a new entity after Bankruptcy.

PROFESSIONAL EXPERIENCE

Adjunct Teacher - Hopkinsville Community College, Hopkinsville, KY - June 2016 - Current

Teach one-day class for Excel Beginners, Intermediate and Advance; and a Basic Computer Class.

Accounting Consultant (Temp/Contractor)– MarkRyan Associates, Chicago, IL

Fram Filtration/Champion Laboratories - January 2016 – October 2016

Working on a contract base for supporting the Corporate Finance on projects. Projects include enhancements of spreadsheets on various analysis, organization and improvements, including consistencies of reporting between plants for ease of Corporate Consolidation. Database projects such as maintaining reports due to opening in department and enhancing reports and analysis. Report include: Plant Financials, YoY Std Cost Analysis, Allocations, Budgets (AOP), PPV, Sourcing Forecast, Spend Analysis, Rate Cost Analysis, Project Analysis (Capital) and Cost Database. End of Project

Controller/Accounting Manager – Comefri USA Inc, Hopkinsville, KY

Privately held Centrifugal Fan Manufacturer – May 2013 – July 2015

Led the project of developing and implementing the accounting and financial program of the company Italian software, linking all operation transactions to accounting. Manage and responsible for all areas of Accounting and Financial responsibilities, including but not limited to, budgets, financial reports, forecasts, month/year end close activities, costs, work with financial institutes on investments and borrowing loan, account reconciliations, work with other department managers on budgets and meet with them regarding department performance.

Assistant Controller – Martinrea, Hopkinsville KY

Tier 1 Automotive Manufacturer of Subframes and Fuel Straps – August 2012 to January 2013

Provide support for all financial areas and internal controls, including financial reporting and analysis, operational forecasting and budgeting, and cash flow management. Areas of responsibilities: Capital, Tooling and Development Costs of all programs, month-end and year-end closing process, budgets, weekly forecasting, cash forecasting, internal and external financial statements, external audits, balance sheet reconciliations and internal controls.

Controller – Contech Castings, Clarksville, TN

Tier 2 Automotive Manufacturer of Aluminum Die Cast Housings for Power Steering - September 2011 to August 2012

Directs the financial affairs of the production facility and prepares financial analysis of operations, including interim and final financial statements with supporting documentation. Responsible for, but not limited to, the plant's financial budget, prepares weekly forecasts, month end close activities, inventory control, controls and policies, general ledger reconciliations, maintain standard cost system, work with production team on production improvements, production P&L reporting and other analysis reporting. Plant Closed

Controller - Red River Concrete Products, Clarksville, TN

Manufacturer of Concrete Products such as Blocks, Pavers and Retainer Walls - April 2009 to September 2011

Recruited to develop accurate financial reporting, perform business analysis, and create budgets for this family-owned company with annual revenues of \$6 to \$10 Million. Manage all finance and accounting, Payroll, HR and IT activities. Perform month-end & year-end closing; prepare financial statements, projections and budgets; and cash flow management. Analyze business trends, operating costs and product costs. Perform day-today accounting and cash activities. Perform all the functions of HR, including benefits administrator.

Controller – Newmans' Manufacturing Inc, Royalton, MN

Manufacturer of Aluminum Marine Products and Trailers – October 2007 to April 2009

Oversaw and directed all financial and accounting functions, Payroll, HR and IT functions of this family-owned company with annual revenues of \$8 to \$10 Million. Prepare bankruptcy reporting on business performance including verbiage of company performance. Prepare financial reporting and presented to management/owners. Review product costs and manufacturing variances. Lead the weekly management meetings and presented budgets, company performance metrics and ongoing business issues. Led and facilitate the management group on developing a strategic plan, business plan, company goals and metrics. Develop, prepare and monitor of annual budget and set financial targets. Perform product costs analysis. Relocated to Kentucky.

Controller - W.F. Scarince, Inc, Sauk Rapids, MN

Critical Welding and Metal Fabricator – December 2005 to October 2007

Manage and coordinate all accounting activities, including A/P, A/R, Payroll, HR and IT. Develop the annual budget. Monitor and analyze operating results against budget. Prepare financial statements and analysis; and present information at management review meeting. Developed forecasting, margin analysis, variance analysis, and manufacturing performance reports. Review and approve capital project requests. Government Contracts with Dept of Defense, Transportation and Energy, review contract pricing/cost with engineers, FAR/DFARS, processed government invoices and received payments through WAWF. Maintain and develop standard costs for labor and overhead, and standards for quoting functions. Perform Month-end and Year-end closing activities. Oversee annual finance audits and work with the external financial auditors. Coordinate and conduct physical inventory counts. Manage outside relationships with lending institutions, leasing organizations, and insurance company; and accounting firm. Reported directly to President; manage a staff of 3, annual revenues of \$5 Million.

Cost Accountant - Carl Zeiss, IMT, Maple Grove, MN

Assembly of Coordinate Measuring Machine (CMM) used for critical part measurements – July 2004 to December 2005

Review and update material costs and routings on components and assemblies. Compare and audit standard costs, actual costs and sell price to ensure accuracy. Analyze purchase price, manufacturing variances and labor performance. Monitor and audit inventory processes, cycle counting and physical inventories. Perform month and year-end closing activities. Reconcile balance sheet accounts. Prepare multiple reports on revenue, cost of sales and gross margin and provide explanations. Lead a cross-functional team of managers from production, planning, purchasing and inventory to improve production and system processes; and resolve variances.

Assistant Controller - Grede Foundry, St. Cloud, MN

Tier 2 Automotive, Ag and Heavy Construction Manufacturer of Ductile Iron Products – February 1998 to July 2004

Perform period and year-end closing activities. Analyze manufacturing and spending variances and develop action plans to resolve variance issues. Assist with \$65 Million of annual profit plan. Manage and maintain \$37 Million in budgets over 20 departments. Audit cost standard data to ensure accuracy of cost information. Forecast manufacturing, purchase price and outside services variances. Analyze budget performances and the accuracy of the allocations of plant costs to ensure proper costs. Prepare Weekly P & L and a financial presentation with period results. Analyze and audit \$6.9 million in inventory. Perform Internal Audits for QS-9000 and ISO-14000 Certifications. Cost Savings Recommendations.

Accounting Clerk/Plant Cost Accountant - Gold'n Plump Poultry, Sauk Rapids, MN

Food Processing – May 1993 to February 1998

Compile labor productivity reports and analyze data and determine reasons for discrepancies. Prepare journal entries for month end accruals. Lead the Labor Spec Team to identify changes to be made to Cost Standards. Supply the corporate office with information for

the reporting of Agri-stats and Broiler comparisons. Provide managers with an analysis on equipment delay, labor variance and capital expenditures. Coordinate and compile a multi-million-dollar processing cost budget. Work with managers for reasons for budgets variances. Lead role in year-end physical inventory counts and cost, including assisting external auditors. Assisted in the implementation and training of Kronis, a time keeping software for payroll and used to capture data for labor analysis. Compile a Value Base Yield Report and Process Yield Report. Communicate discrepancies on the yield reporting.

EDUCATION - Southwest State University, Marshall, Minnesota, Bachelor's in Business Management/Accounting - GPA 3.54
St. Cloud Technical College, St. Cloud, Minnesota, AAS degree in Accounting - GPA 3.73

CAREER ORGANIZATIONS/CREDITIALS – Board member of the Middle Tennessee BBB, Former board member of the Institute of Management Accountants local chapter, Former member of the Accounting Advisory Committee for St. Cloud Technical College for Cost Accounting, Former member of Advisory Committee on supplier software JobBoss.