

# SYLVIA JOHNSTON, CPA/MBA

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## PROFESSIONAL SUMMARY

An accomplished and pragmatic outsourced CFO with a comprehensive background in Financial Accounting, Audit, Tax and Business Process Improvement. My industry experience spans across manufacturing, entertainment, advertising, SAAS, healthcare and professional services. I have worked with companies as small as a 2-person advertising agency up to Fortune 500 companies such as Pfizer, Universal Music, Sony Corp and others. I bring with me a wealth of best practices, excel skills (intermediate/advanced) and financial forecasting experience. While working in a team is exciting, I'm also comfortable and self-motivated to work on my own.

### Core Competencies

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|-----------------------------|------------------------|--------------------------|
| ➤ Budgeting and Forecasting | ➤ Financial Reporting  | ➤ Process Improvement    |
| ➤ Operational Decisions     | ➤ Quickbooks Expertise | ➤ International Business |
| ➤ Taxes                     | ➤ Compliance           | ➤ Auditing               |
| • Leadership                | • Engaging             | • Solution-Oriented      |
| • Collaborative             | • Accurate             | • Analytical             |
| • Initiative                | • Focused              | • Strong Communicator    |

## PROFESSIONAL EXPERIENCE

**Sylvia Johnston**  
**CPA / Fractional CFO**

**Denver, CO**

**2010 – Present**

### Outsourced/"Fractional" CFO

Direct financial reporting according to month-end close deadlines and in accordance with US GAAP, or IFRS if required. Oversee the reconciliation of all key accounts. Coordinate annual budget preparation and update financial models monthly. Experience with acquisition accounting for complex partnerships, including international. Manage external and internal audits. Oversee all tax reporting as well as advising on tax matters that arise in the normal course of business.

- Develop and document key business processes and implement enhanced financial and operational controls.
- Research technical accounting and tax issues and ensure compliance.
- Advise management regarding banking, credit and other operational decisions.
- Manage payroll, health benefits and healthcare compliance.

### Financial Controller

Prepare all key month-end account reconciliations and book journal entries, including prepaid expenses, deferred income, accrued expenses as well as calculate any other receivables or payables. Disperse payments. Prepare monthly variance analysis. Complete all tasks according to a strict month-end close schedule.

- Collaborated across departments to resolve financial control weakness and operational inefficiencies.
- Research and resolve aged payables and receivables working with customers and vendors.

**Sylvia Johnston (continued)****Full Service Tax, Accounting & Business Consultant**

Prepare individual, partnership and corporate returns for clients in a variety of industries. Full service accounting/CFO support including complex payroll, financial reporting and advising on operational decisions.

**Served the following companies:**

Modular Robotics, Boulder, CO

Sharklet Technologies, Inc Aurora, CO

Dorsey Pictures Denver, CO

AEG Live, Denver, CO

Apple Corp, London, UK

Taleflick, Inc Los Angeles, CA

Olive That & More, Montclair, NJ

Gibbs & Associates, Boulder, CO

Huka Productions LLC, New Orleans, LA

The Occasional Wife, New Orleans, LA

**Universal Music UK****London and Dublin****2006 – 2009*****Compliance Manager/Finance Projects***

As part of Group Finance, managed US SOX and French compliance documentation, testing and remediation.

Researched accounting issues, analyzed data and prepared reports based on financial controller inquiries.

Coordinated cross-functional teams including senior members of management to implement business process improvements. Represented the UK on a four-month long SAP implementation workshop in Paris, along with 5 other European label finance teams. Identified and resolved a material control deficiency impacting cost of goods sold. Presented findings to the UK CFO and oversaw implementation of the change in practice.

- Provided finance, sales & licensing support to the Irish office, reporting to the Sales and Finance Directors.
- Processed requests to use copyrighted material of the territory.

**Pfizer****New York, NY****2005*****Senior Internal Auditor*****Sony Corp.****New York, NY****2004*****Senior Internal Auditor, Sony Music & Electronics (2004)*****EMI Music****New York, NY****2002 – 2004*****Senior Internal Auditor*****Red Distribution****New York, NY****2000 – 2002*****Finance Manager, S-Curve Records*****Arthur Andersen****New York, NY****1997 – 2000*****Experienced Staff – Tax, Transaction Advisor Services, and Audit*****EDUCATION & CERTIFICATION**

Michigan State University, East Lansing, MI

***MBA and BA, Accounting***

*US Certified Public Accountant (CPA)*

EU Passport Holder, willing to relocate in the US or abroad.