

# Enoch Wright

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## OBJECTIVE

Experienced Accounting Manager with a demonstrated history of working in industry accounting. Seeking employment that capitalizes on diverse skills, experience, and knowledge.

## EXPERIENCE

### Accounting Manager L.J. Smith, Inc. Bowerston, OH

August-2015 - Currently

- Supervised accounts receivables clerks, team of three
- Through a continual improvement initiative was able to improve the daily billings process by 400% and while reducing the time for daily reports to management and sales
- Proposed and published metrics and KPIs for the department that were incorporated into the monthly financials
- Reviewed collection reports to determine the status of collections and the amounts of outstanding balances
- Approved new customer accounts after reviewing credit worthiness via credit application, credit report, and references
- Designed, built, and implemented web based dashboards for all aspects of accounting and reporting
- Created and analyzed reports for all facets of accounting including: AR, AP, Standard Costs, Inventory Cost Variances, Work-Orders, Inventory Reserve, Sales, Budget Variance, Vendor Cost Increases, and processes
- Assisted management with the preparation of monthly and yearly budgets, directly responsible for the payroll and tax aspects across all departments and sites
- Analyzed and researched reporting issues to improve accounting operations procedures

### General Accountant L.J. Smith, Inc. Bowerston, OH

August-2013 - August-2015

- Maintained integrity of general ledger, including chart of accounts
- Generated company wide financial statements and facilitated month-end account closing procedures
- Ensured compliance with GAAP in all processes
- Processed sales and use tax returns for more than 15 states
- Processed payroll for more than 200 employees and maintained general ledger setup in Paychex and Ultipro systems for journal entries
- Calculated HSA and 401k match for each payroll and associated journal entries
- Responsible for daily banking activities, cash reporting and projections, as well as recommendations to management on transfers and payments
- Reconciled balance sheet accounts
- Designed, built, and implemented an AP System for approval tracking, internal controls, and paperless filing which improved efficiency by more than 50%
- Shortened month-end close process through report automation, improved reconciliation processes, and better research methods

**Staff Accountant** The Numbers Group CPA, Inc. New Philadelphia, OH

January-2013 - August-2013

- Acquired and demonstrated professional and subject matter expertise.
- Prepared tax returns for corporations, partnerships, and individuals
- Completed monthly bank reconciliations and cash flow statements
- Prepared month end journal entries and financial statements, including income statement and balance sheet, for clients monthly
- Processed payroll and payroll tax filings
- Managed network, software updates, transition to paperless, new website and customer portal, and implementation of offsite backup

**Volunteer - Treasurer** STEAM Centers, Inc. New Philadelphia, OH

January-2017 - Currently

- Responsible for cash management and financial reporting
- Assisted with preliminary budget numbers
- Offered suggestions and input during the formative stage of the non-profit

**Volunteer - Treasurer** Friends of the Homeless of Tuscarawas County New Philadelphia, OH

February-2015 - February-2017

- Responsible for all aspects of accounting including receivables and donations, payables, banking and cash management, monthly financial statement preparation, payroll, taxes, and financial aspects of grant applications
- Was primary contact for financial audits and prepared annual 990s and other financial reports as needed
- Practiced fund accounting with grant monies
- Presented monthly to the board of directors and led the Finance Committee
- Solely responsible for monthly and annual budget, including estimates for receivables, donations, grants, and all payables

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**EDUCATION**

**Master of Business Administration** University of Dayton Dayton, Ohio

2019

**Bachelor of Business Administration** Kent State University Kent, Ohio

2012

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**SKILLS**

Account Reconciliation, Financial Analysis, Budget Preparation, GAAP, Financial Reporting, Microsoft Office, Sage X3 ERP, Quickbooks, SQL and Report Writing