**Zachary Burt, CPA**

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Howell, MI 48855 724-809-5856 - Cell

**Education**

**Waynesburg University**, Waynesburg, PA

MBA in Finance, May 2016

Overall GPA 4.0/4.0

**Washington & Jefferson College**, Washington, PA

B. A. in Accounting, May 2009

**CERTIFICATIONS**

**CPA – Certified Public Accountant,** Michigan Board of Accountancy

**Experience**

**Kistler Instrument Corporation**, Novi, MI

Director of Finance – Americas, December 2019 – Current

* Analyze current and past trends in key performance indicators including all areas of revenue, cost of sales, expenses and capital expenditures
* Develop, implement and monitor accounting policies and procedures for the organization to ensure accuracy and reliability of financial information
* Direct the preparation of all financial reports, including income statement, balance sheet, cash flow statement, reports to shareholders and reports for government regulatory agencies
* Meet accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions

**XG Sciences,** Lansing, MI

Corporate Controller, February 2019 – December 2019

* Prepare reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present and expected operations
* Plan, develop, implement, direct and evaluate the organization’s fiscal function and performance
* Prepare and review SEC filings (10-K, 10-Q and 8-K) in accordance with US GAAP and SEC requirements, including financial statements, footnotes and supporting schedules
* Provide financial analysis, business modeling and decision support to senior executives and business leaders

**XPO Logistics,** Ann Arbor, MI

Financial Planning and Analysis Manager, June 2017 – January 2019

* Develop and lead the preparation of financial forecasts, targets and budgets, including the identification/quantification of risks and opportunities
* Design, develop and maintain dashboards to show operational performance and progress on performance improvement initiatives
* Manage team of analysts, leading project planning/staffing to ensure timely completion of deliverables

**Carpenter Powder Products,** Washington, PA

Financial Planning and Analysis Manager, June 2014 – June 2017

* Execute the development and analysis of overall monthly and fiscal year budgets and forecasts for manufacturing and other areas within the company
* Complete and submit various SOX reports on a monthly, quarterly and yearly basis

**Dick’s Sporting Goods,** Coraopolis, PA

Financial Analyst, May 2009 – June 2014

* Assisted in month-end closing activities including accounting journal entries, balance sheet reconciliations, and P&L variance analysis
* Responsible for month-end reporting and P&L variance analytics for Dick's and Golf Galaxy stores

**Computer Skills**

* Proficient in Microsoft Word, Excel, and PowerPoint
* Experience with Hyperion, QuickBooks, SAP, Concur, Oracle, PeopleSoft, Finance Plus, and OnBase Software