

**John L. Crandell, MBA EA**  
**Treasurer for PEVOA**

**Picture Available Soon**

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### **Accountant**

A take-charge, results-oriented Accountant with an outstanding record of accomplishments in financial analysis. Expertise in Budgeting, Forecasting, Financial Analysis, Variance Analysis and Cost Cutting. Excellent computer and supervisory skills.

### **Professional Experience**

- 2003-2005**     **Insta-Chain, Inc.**     *Controller*  
Responsible for Monthly financial reporting, Human Resources, Payroll, Quarterly Payroll taxes, Variance Analysis, Budgets, Forecasting, Account reconciliations; Investigated and approved Health Insurance, Supervised Office Staff. Worked with alternative financing sources to ensure cash flow.
- 2002 - 2003**     **Utah Valley State College**     *Instructor*  
Taught Management Accounting and Tax Preparation and Planning for Small Businesses on a **part-time** basis (at night and week-ends). Continue to teach classes on QuickBooks Pro.
- 2001 -**     **Crandell Financial / Liberty Tax**     *Owner*  
Responsible for internal auditing of financial statements for a variety of companies. Review and recommend policies and procedures to ensure tight internal controls. Responsible for Financial Analysis, Variance Analysis and Cost Cutting. Responsible for budgets and forecasts and training managers to understand the process. Responsible for month-end close and review and preparation of financial statements. Work closely with management to ensure correct pricing. Train office staff on maximization of computer usage. Prepare and file tax returns for corporations, partnerships and individuals.

### **Non Profit Experience**

Responsible for accounting, budgeting and tax preparation for Tree Utah, a Salt Lake based organization and for the Rippy Literacy Center in Lehi. Was on the Board of Directors for the Literacy Center in charge of fund raising.

**2000 – 2001 Plasnetics USA, Inc.** *Controller*  
Managed all financial aspects of multi-state company. Responsible for accuracy of \$8,000,000 budget. Responsible for Monthly financial reporting, Human Resources, Payroll, Quarterly Payroll taxes, Variance Analysis, Budgets, Forecasting, Account reconciliations; Investigated and

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**(Professional Experience cont.)**

approved Health and Workers Comp. Insurance, Supervised Office Staff, Presented quarterly to Board of Directors

- Reduced COGS from 59% to 39%, saving \$80,000 in 8 months.
- Introduced QC program using p, r and x-bar charts,
- Developed true cost accounting system,
- Realigned work and production flow using flow charts,
- Reduced Health Insurance expense to company by 15%,
- Wrote job descriptions and Policy and Procedures Manual

**Company closed down Salt Lake City branch in October of 2001**

**1998 – 2000 Compass USA** *Controller*  
Responsible for all Accounting for 7 business units, weekly and monthly financial reporting, Human Resources, Payroll, Supervision of Office Staff, Budgeting and Forecasting.

- Gathered information from, closed books on and consolidated financial reports on 7 separate business units weekly (reduced reporting time from 12 hours to 4),
- Weekly Payroll,
- Reconciled books from inception,
- **Trained other managers on budget preparation and variance analysis,**
- Created and implemented computerized accounting system (system was incorporated company wide),
- Translated all company correspondence to Spanish.

**1996 – 1998 Digital Proof** *Controller*  
Responsible for Monthly financial reporting, Account reconciliations, Human Resources, Payroll, Quarterly and Yearly tax preparation, Variance Analysis, Budgeting and Forecasting; Supervised Office Staff

- Reconciled books for previous 3 years,

- Filed amended Federal Tax Returns (received \$8000 refund),
- Analyzed profit centers and closed center not turning profit,
- Created estimating program to ensure profitability on jobs,
- Company started making a profit for first time in 15 months,
- Worked closely with CPA of buyer to ensure accuracy of financial position during acquisition by Exposure Graphics

## **Skills:**

- Fluent with Peachtree, Great Plains, Promotion, AccPac BPI, QuickBooks Pro and many more accounting systems
- Fluent in Microsoft Word, Excel, Access, Visio and other office management programs
- Fluent in Spanish
- Proficient in Flow Charting and refining processes to increase efficiency and reduce waste.

## **Education and Professional Associations:**

### **Masters of Business Administration**

### **Bachelor of Science in Business Administration**

University of Phoenix

### **Community Involvement**

Planning and Zoning Committee

Board of Directors – Lehi Literacy Center

### **National Associations**

President – Utah Chapter NATP

Published Tax Article in Nov., 2002

National Ass'n of Enrolled Agents