



SARA NYAFORH

Senior Financial Planning Analyst

EDUCATION

California State
University Los Angeles
Business Admin and
Accounting
2007 to 2009

Metropolitan
Community College,
A.A. S. Accounting 2006

CONTACT

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6562 Hallet St
Shawnee, KS
66216

CORE COMPETENCIES

- Root cause analysis and process improvements
- Dynamic dashboard creation & management
- Large scale data mining
- Advanced Excel power user
- Month/quarter/year financial statements
- Budget and forecast development

PROFESSIONAL EXPERIENCE

Midnight Oil, Financial Planning & Analysis Analyst, Burbank, CA Jun 2015 - Mar 2017

- Prepared monthly/quarterly/annual financial statements and presentations for division leaders and senior management.
- Developed various reporting models for financial trend analysis and work in progress with customized and automated outputs to accommodate various decisions makers.
- Created monthly and annual budgets for three business units consisting of approx. 285 employees.
- Standardized reporting of historical data and was a key player of the input strategy and in-house systems resulting in the identification of clients by revenue, growth and profitability.

Holmes-Moriarty LLC, Finance & HR Manager, Santa Monica, CA Apr 2013 - Jun 2015

- Implemented new time reporting procedures to increase efficiency in employee utilization ratios by 20%.
- Emphasized budgets variances in cash flow during off-peak production and collection periods.
- Conducted the onboarding and general management of staff of approximately 20 employees, including government compliance, benefits and payroll.

Self-Employed, Full Charge Bookkeeper, Santa Monica, CA Feb 2011 - Aug 2013

- Management of all financial statements, account reconciliation, A/R and A/P for a small design business.
- Forced term negotiations for client and vendors to balance cash flow and maintain budgets.

AGI North America, LLC, Associate Accountant, Los Angeles, CA Jul 2006 - May 2011

- Maintained high profile relationships with clients such as Disney, Sony, Activision, Electronic Arts, Warner Brothers Home Video and Paramount Studios.
- Input monthly client invoicing up to \$1.5M, billing audits, forecasting and reporting using pivot tables, vlookups, and in-house workflow systems.
- Full cycle accounts payable of 250 vendors and two subsidiary companies using SAP and e-Invoicing systems, month end closing, 1099's and account reconciliation.

Northland Family Chiropractic, Chiropractic Asst., Gladstone, MO Aug 2002 - Jun 2005

- Managed a 4-day work week flow of 200+ patients, collections, and bank reconciliation.

Vanguard Airlines, Flight Attendant, Kansas City, MO

Oct 1998 - Jul 2002

- Earned Flight Attendant of the Month twice and evaluated new hires.