

JESSICA O'BANNON

NEXT LEVEL NOW, INC. 16 PEASE BOULEVARD, PORTSMOUTH, NH 03801 (603) 433-4783 jobannon@nextlevelnow.net

■ SKILLS & SUMMARY

- ACCOUNTING PROCESSES
- PUBLIC ACCOUNTING
- PROJECT MANAGEMENT
- COST REDUCTION ANALYSIS
- STRATEGIC PLANNING
- PROCESS IMPROVMENT
- AUDITING / REPORTING
- BUDGETING & FORECASTING
- OPERATIONAL EXCELLENCE

■ PROFESSIONAL EXPERIENCE

CONTROLLER, NEXT LEVEL NOW, Inc., Portsmouth, New Hampshire February 2020-Present

Controller and Accounting professional for hire with various organizations across various industries.

Industries serviced; managed services, environmental, and professional services.

- > Responsible for handling all aspects of accounting for Next Level clients

DIRECTOR OF FINANCE, CONSOLIDATED SERVICES GROUP of EXETER, LLC, Exeter, NH 2010-2020

- > Oversee accounts payable for 500+ vendors monthly with \$55 million plus in managed services yearly.
- > Manage internal control systems, recommend areas for improvement both financial and operational, develop and establish new policies and procedures.
- > Implement the use of technology to reduce data entry and reconciliation within the finance department.
- > Integrated two acquisitions into company operations.
- > Management of five accounting personnel.

CONTROLLER, GEOSPHERE ENVIRONMENTAL MANAGEMENT, INC., Exeter, NH 2014-2018

- > Oversaw all aspects of financial control in the business.
- > Responsible for maintaining and monitoring all cash flows.
- > Tracked billable time and expenses for invoice preparation.
- > Financial Statements, reporting to tax agencies and performed all year-end close procedures.
- > Use financial know-how to improve profits and operations, reduce costs, and develop strategies for the company.

FINANCE & OPERATIONS MANAGER, THE ANIMAL CENTER, Turner, Maine 2008-2017

- > Implemented cloud base software, VETport.
- > Provided effective financial analysis in such areas as forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance.
- > Involved in business planning, Profit and Loss and Balance Sheet Preparation.
- > Reviewing new & existing business models and capital appropriation requests.
- > Identify and develop controls and processes to ensure all risks and opportunities are highlighted.
- > Developing, managing and motivating the veterinary team of 10 members.

■ EDUCATION

Master of Business Administration, PURDUE UNIVERSITY GLOBAL, GPA 3.93

Bachelor of Arts, Accounting, KAPLAN UNIVERSITY, GPA 3.95

Alpha Beta Kappa Honor Society Member

Associate in Applied Science, Accounting, ANDOVER COLLEGE