

ELIZABETH A. STRAW

SUMMARY OF QUALIFICATIONS

I am an Office and Treasury Professional with twenty-five years of experience with: Finance, Treasury, and Tax. Highly organized and detail-focused **Manager** with an exceptional track record of accurately handling financial reporting in deadline-oriented environments. Understand all aspects of the office and can manage and train appropriately.

- **Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity. Savings past years on projects have exceeded 4 million dollars.**
- Skilled in treasury and banking services for a multinational global company.
- Proficient in managing HR functions, Accounts Payable and Accounts Receivable, and Treasury.
- Excellent computer skills; proficient with Microsoft Word, Microsoft Excel, QuickBooks, Oracle and able to learn proprietary systems/applications quickly and easily.

PROFESSIONAL EXPERIENCE

Regal Beloit Corporation (Corporate office) – Beloit, Wisconsin

2005 – Present

Current position: Treasury Manager

Manage Global treasury including: Oracle A/R, A/P ERP for North America. Manage debt, borrowings and liquidity for all worldwide locations of this 3+billion-dollar company. Manage process for short-term cash positioning and long-term cash forecasting along with monitoring re-measurement and exposures for FX. Review worldwide FX Exposures and make recommendations for risk management, initiate hedges and foreign currency transactions both off shore, on-shore and NDF's. Work closely with the tax department on US and global dividends and cash repatriation. Provide timely and accurate treasury due diligence and develop most optimal/efficient acquisition strategy. Oversee and approve journal entries, recording all transactions for cash and managing interest schedules. Support efficient issuance of debt and equity instruments for financing of global operations. Ensure compliance with all debt covenants and equity regulations. Ensure compliance with stated investment, FX risk management, and cash management policies globally. Oversee management of all bank accounts, bank relationships, signors and details for the worldwide company. Manage North America cash application team at multiple Shared Service centers. Manage Corporate T&E and purchasing card program along with worldwide Concur platform. Manage Pay Card program for payroll. Policy reviews and update. Monitor Cyber Security policies and update.

Key Contributions:

- Supported a significant increase in productivity levels by streamlining accounting processes.
- Significant improvements: Auto cash to A/R process (hit rate of 75%), Esker (OCR) for A/P (manage 50K invoices a month), Payer express for accepting credit cards (PCI compliant), SCF program for DPO reduction and working capital improvement.
- Continued savings projects with A/R auto cash, Lockbox RFP, Entrusted Loan (China) pool, and Euro Pool. Changed US Banking relationship for large savings. Negotiated deal for new T&E and P card rebates for large savings.
- Prepared and delivered to management, under extremely quick turnaround timelines, accurate monthly, quarterly, and annual financial statements.

Continued...

Northwest Graphics – Belvidere, Illinois

2004 – 2005

Office/General Manager

Managed all office operations. Managed all financial transactions, producing financial statements, and handling correspondence, HR, and Payroll. Prepared management reports and financial summaries using Microsoft Excel and Quickbooks detailing company's financial status. Manage payroll and prepare payroll tax returns. Research and resolve billing and collections disputes.

Key Contributions:

- Helped manage cash flow during a very tough financial time.
- Excelled within a fast-paced environment, continually taking on increased levels of responsibility.

Zavius Jewelers – Rockford, Illinois

2002 – 2005

Office Manager/Operations Manager

Prepared management reports and financial summaries using Microsoft Excel. Performed all HR duties and all payroll functions. Oversaw all operations of office and handled all issues. Completed ad hoc assignments and analyses for supervisor. Assisted with marketing and other plans for the company.

Key Contributions:

- Contributed substantially to working through our moving and financial issues and helping with all aspects of marketing, HR, and Payroll to achieve our success.

Electrical Control Integrators – Rockford, Illinois (Closed)

1993 – 2002

Office Manager/Operations Manager

Managed all financial transactions, producing financial statements, and recording all transactions. Managed all aspects of the office. Monitoring travel, schedules and training. Prepared management reports and financial summaries using Microsoft Excel and Quickbooks detailing company's financial status. Generate bank deposits, verify and balance receipts. Create invoices and track overdue accounts. Manage payroll and prepare payroll tax returns. Research and resolve billing and collections disputes. Handled all customer service issues.

Key Contributions:

- Demonstrated talent for quickly learning new tasks and completing assignments ahead of schedule while maintaining a high degree of accuracy.

Skill Proficiencies

- Treasury
- Accounts Payable/Receivable
- Quarterly Reports/filings
- Office Management
- Process Improvement
- Microsoft applications
- Financial Statements
- Analytics

Additional Training

- Oracle System Administration
- Oracle GL Basic
- Green Belt Trained
- QuickBooks
- Leadership Training – Priority Management
- Enhancing Business Excellence – Ritz Carlton

Other interests / Organizations

- Reading
- Snowmobiling
- United Way BAR Committee
- 4-H leader Boone County

EDUCATION

Graduated:

North Boone High School - Poplar Grove IL Graduated

Attended:

Rock Valley College – Rockford, Illinois

- References available upon request