**KEITH C. CRAPE**

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### SENIOR FINANCE MANAGER

Results driven finance leader representing diverse experience, across both industry and public sector. Executive representing progressive achievement and success, including collaboration across all levels within a Fortune 100 Company on controlling operations and manufacturing cost. Expertise includes revolutionizing forecast planning in the Retail Sector and providing better transparency with Retail customers. Known as a great collaborator, trainer and team player.

## KEY SKILLS & QUALIFICATIONS

* **Finance and Accounting**
* Balance Sheet Reconciliation, Journal Creation/Entry, Auditing
* Budget/Forecast Build Process, P&L Controllership, Key Metric Analysis, Financial Modeling
* **Communication and Interpersonal**
* Preparation and presentation of briefings to all levels of the organization
* Authoring Business Case Analysis Reports and Standard Operating Procedures
* **Responsibility and Organization**
* Self-motivated, self-accountable, goal and result-oriented
* Accustomed to multitasking, challenges, and team projects
* Strong analytical, technical and problem solving skills

**EXPERIENCE**

DHL Supply Chain **-** Westerville, Ohio2006 -Current

**FINANCE MANAGER (2012-2016) /SENIOR FINANCIAL ANALYST (2006-2012)/Business Manager (2019**

Provided finance support to multiple 3rd Party Logistics distribution centers within the retail sector by managing on site finance Columbus, OH staff. Partnered with General Managers on finance so that their focus was operational performance. Was the liaison for operations to corporate finance department for new/existing retail customers.

* Managed dotted-line campus Operational Analyst, Field Financial Analyst, Business Analysts and Office Supervisor which all received promotions under my leadership.
* Reduced Thirty-One Gifts receivables balance from $2.5MM to $300K by providing customer with bridge reporting to map DHL invoices to their P&L at an account by account level.
* Negotiated positive cash flow position with Wal-mart, Thirty-One Gifts and Coty customers by suggesting adjustments to pre-billing invoice process and reduced overall invoicing.
* Managed up to 6 DC P&L at a time. Site revenues ranging from $2MM to $25MM annually.
* Developed Finance training course for newly promoted/transferred/hired Operations Managers and General Managers for plants under my finance support.

Armstrong World Industries, Inc. **-** Columbus, Ohio 2018 - 2019

**PLANT CONTROLLER**

Successfully consolidated the books of two legal entities (Tectum, Inc. and Lamit, Inc.) that were merged after Armstrong buyout. Oversaw first update in years to standard cost within local ERP system (Epicor).

* Reviewed and approved all capital projects, $1.5-$2.5MM annually, submitted by local and corporate project coordinators to be financed at the plant level.
* Ensured plant audit readiness to stay in compliance with Corporate Audit Department guidelines.
* Wrote, reviewed and uploaded month end journal entries to support ME, QE, YE close processes.
* Provided financial analysis/reporting including gap between actual versus budget/forecast
* Advised local leadership of corporate and plant finance policies that needed to be adhered to at the plant.
* Managed the accounting team of four that focused on: A/P, A/R, Payroll and Inventory/Production postings.

The Coca-Cola Company **-** Columbus, Ohio 2016 - 2018

**PLANT FINANCE MANAGER II**

Provided controllership over Cost of Goods Sold (COGS) for the Columbus syrup plants’ cost centers that generate $1 billion in annual sales. Created challenging annual budget and monthly rolling estimates to present to senior leadership team for approval. Through leadership and positive communication helped build trust and understanding with floor associates to push completions of plant goals.

* Reviewed and approved all capital projects, $5MM annually, submitted by project engineer for approved return on investment and payback period.
* Oversaw raw material, spare parts and finished goods wall-to-wall inventories and investigate counts that produced low accuracy.
* Ensured plant audit readiness to stay in compliance with Corporate Audit Department guidelines.
* Wrote, reviewed and uploaded month end journal entries to support monthly close process.
* Provided unit of measure analysis including gap between actual performance and volume adjusted budget/forecast.
* Reviewed and approved high dollar expense POs/capital POs up to $500K.
* Lead Audit inventory accuracy reporting for all plants in both the Syrup and Thermal platforms to ensure proper accuracy calculations were used.

Hexion Specialty Chemicals, Inc. - Columbus, OH 2005-2006

**FINANCIAL ANALYST**

Corporate Shared Services Analyst that lead the flux analysis on $40MM SG&A budget performance complete with commentary. Analyzed all corporate departments including Audit, Legal, Treasury and Shared Services for swings in cost above 10% or $10k from plan to ensure that targets were met.

* Created FAS 133 exhibits and entries including gas hedge, rate swap loss, and other MTM derivatives.
* Supported cost center managers in the development of detailed budgets and forecasts.
* Responsible for recording activity for Hexion’s growing China investments.
* Responsible for several exhibits due to internal/external auditors at Quarter/Year End.
* Provided analysis on profit center accounting versus general ledger.
* A/R & A/P, WIP, Material Stock and Assets Transfers.
* Month & Quarter End close responsibilities.
* Reconciled various site and overhead balance sheet accounts.

COLUMBUS METROPOLITAN HOUSING AUTHORITY,Columbus, OH 2000-2005

**STAFF ACCOUNTANT**

Integral part of the Planning Department which was responsible for all agency cash transactions. Operated one of three desks in the department which required autonomy. Tracked financial activity of a multi-million dollar grant awarded by HUD (Shelter Plus Care) providing housing and services for residents. Audited all agency payroll timesheets to ensure that labor costs were expensed to correct fund accounts.

* Reconciled various balance sheet accounts including cash and restricted investments.
* Participated in the creation of budgets for Section 8 programs.
* Created, reviewed and posted entries to General Ledger.
* Created standard abbreviation for journal vouchers to fit commentary in limited space in accounting software.
* Reviewed personal reimbursement requests and check runs prior to release by Accounts Payables.
* Created and maintained various spreadsheets utilizing VBA programming.

# EDUCATION & CERTIFICATIONS

* **Franklin University,** Columbus, OH
	+ Masters of Business Administration, Finance Concepts
* **Capital University Law School,** Columbus, OH
	+ Post Bachelor Paralegal Certificate, ABA & CBA approved, Business Law
* **The Ohio State University,** Columbus, OH
	+ Bachelor of Science in Financial Management