

MICHELLE HARRIS

Corporate Assistant Controller

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San Diego, CA 

PROFESSIONAL SUMMARY

Corporate finance leader with experience in financial reporting, internal controls, and cross-functional management in public and private sectors. Proven record of improving reporting accuracy, reducing close timelines, and leading multi-entity consolidations across global operations.

EDUCATION

Bachelor of Science in Accounting

San Diego State University | San Diego, CA

Certifications

- SOX Internal Controls Certificate | AICPA | 2021
- CPA, California | Licensed 2016

SKILLS

- Financial statement preparation Expert
- Consolidation and reporting Expert
- Budgeting and forecasting Expert
- SOX compliance Expert
- SEC reporting Expert
- Internal audit coordination Expert
- NetSuite & Workday Expert
- Staff training and leadership Expert
- Financial analysis Expert
- Month-end close processes Expert

EXPERIENCE

2020 - Now

Corporate Assistant Controller

Helix Manufacturing Inc. / San Diego, CA

- Direct monthly and quarterly close cycles for 9 legal entities, reducing the close timeline by 30% through streamlined procedures and improved team coordination.
- Lead the preparation of GAAP-compliant financial statements and provided detailed variance explanations to the CFO and external auditors, increasing transparency and accuracy.
- Partner closely with FP&A to align forecast models with real-time results, enabling leadership to adjust spending strategies and improve quarterly earnings predictions.
- Manage internal audits and maintain comprehensive SOX documentation, ensuring 100% audit readiness and no significant findings during three consecutive audit cycles.

2015 - 2020

Senior Accountant

CorePoint Financial / Phoenix, AZ

- Led preparation of account reconciliations, intercompany eliminations, and cash flow reports for three business segments, improving reporting speed and accuracy by 25%.
- Supported 10-Q and 10-K SEC filings by compiling detailed schedules, footnotes, and disclosures under tight deadlines during earnings seasons.
- Collaborated with IT on ERP enhancements that improved revenue recognition and automated recurring entries, reducing manual workload and data-entry errors.
- Developed and maintained internal reporting dashboards in Excel and Power BI, allowing finance leadership to monitor KPIs and departmental budget adherence more effectively.

ADDITIONAL INFORMATION

Speaker at 2025 Corporate Finance Summit (Los Angeles) on "Optimizing Month-End Close in Global Operations."