

ELIZABETH LEUENBERGER, M.B.A

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Email: elizabethcgoomez@gmail.com | (305) 725-7979

PROFESSIONAL SUMMARY

Spanish speaking, highly accomplished, senior finance manager with over 15 years of progressive experience in finance and operations management. Strong qualifications in developing and implementing financial controls and processes in addition to productivity and utilization improvements.

Skills: Financial Dashboards, P&L Statements, Cash Flow, Budgeting, Forecasting, Tableau, Workday Finance, SAP, MS Excel, Financial Analysis, Month End/Year Close

EMPLOYMENT HISTORY

Sr. Finance Manager

Nov 2015 - Present

University of Miami – School of Medicine – Pediatrics | Miami, FL

- Implemented monthly financial reporting, forecasting, and metrics allowing for real time decision making
- Established templates for variance analysis: actuals vs. plan, forecast, and long range plans. Monitor actual revenue and expense against budgeted amounts, perform analysis on opportunities, and present options to improve revenues and cost savings
- Developed compensation models for long range planning of faculty productivity, base pay, and incentive pay
- Lead aspects of budget process for revenues, operating expenses, grants, contracts, and taxes for the department's \$80 million operating cost and budget.
- Provide insightful analysis around revenue and cost drivers of the business; identify and recommend process improvements, financial process training, educate faculty and staff on financial reporting
- Established productivity reports and financial dashboards for faculty and staff, in order to measure and track performance; improved utilization and efficiency
- Partnered with senior management to review annual operating agreements, building out P&L statements per segment, which resulted in cost savings for the department
- Supervise financial analysts; provide leadership and assist in development of the team

Finance Operations Manager

May 2012 – Oct 2015

Discovery Communications, LLC | Miami, FL

- Responsible for the expansion of finance teams in Latin American (regional) hubs: Brazil, Mexico, Colombia, and Argentina. Developed team of finance managers to establish regional budget processes, forecasting, and account payables for all marketing, promotions, and programming and production departments.
- Effectively served as a project manager for regional productions, including but not limited to rate negotiation, financial reporting, budgets, talent agreement execution, payment schedules, and amortization schedule.
- Managed and updated film/programming budget templates to track program planning, investment commitments, programming cash management, and foreign exchange gain/loss for LATAM networks, across the region.
- Managed programming budgets, provide financial reviews of acquisitions, write offs, and strategic decision-making. Resulting in improved ratings across the regions.
- Worked with the FP&A team, particularly in the preparation of cash flow analyses for budgeting, forecasting and explanation of variances to monthly/quarterly results and forecast.
- Controlled US Hispanic networks' film budgets, including financial reporting, monthly close, re-forecast, and variance analysis for roll up to Discovery US, in accordance with US GAAP
- Drafted over 500 contractor and talent agreements, marketing/contests agreements, language customization, music licensing and original composition

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Financial Analyst, FP&A

Sep 2011 – May 2012

Telemundo Networks/NBC Universal | Miami, FL

- Provide critical support during planning cycles; track networks' pacing
- Developed templates budgeting and long range planning
- Provide detailed variance analysis, identify cost savings and ensure accurate budgeting
- Streamline reporting process, create SAP and BW reports to support all corporate reporting requirements; daypart profitability analysis
- Handle monthly accounting closing; manage preparations of financials for senior management; headcount analysis
- Detailed production and amortization of programs; financial accounting
- Consolidated presentation decks for senior management

Accounting Analyst

May 2009 – Sep 2011

Sony Latin America | Miami, FL

- Month End Closing; Journal Entries; Inventory tracking; Inter-company reconciliations
- Re invoicing parts and finished goods for Sony Electronics throughout Latin America
- Developed pricing module for tracking Tokyo contributions and sales in 14 Latin American regions; resulted in pricing transparency and efficient tracking of revenue streams
- Reconciled large accounts, across Latin America, Japan, and Puerto Rico
- Developed customer and staff relationships across the regions

Financial Planning and Reporting Analyst

Dec 2003 – May 2009

Discovery Communications, LLC | Miami, FL

- Monthly Close process, including posting inter-company transactions across Latin regions, US and Asia; Accruals, Invoicing and Contract execution
- Monthly P&L review, Variance analysis, and conducting research to determine drivers. Created variance templates used to review with management and support for corporate finance reports
- Collaborate with On Air Promotions department to serve as business manager; provide budget guidelines, monthly meetings finalizing forecast and negotiating rates for independent contractors
- Developed forecast files for each network, department, and region, allowing for process improvement and standardization across teams.
- Created and streamlined utilization reports for post-production facility, composed financial dashboards, and presentations for senior management presentations. Resulting in efficiency across facility and determining peak hours can be charged at higher rates
- Draft contractor agreements; Manage PO system and payments to all vendors in a timely manner

EDUCATION

Masters, Business Administration

2007 - 2009

Nova Southeastern University | Davie, FL

Bachelors, Business Administration

2003 - 2007

Florida International University | Miami, FL