

# SHARON L. STEVENS

GREATER NYC AREA  
www.linkedin.com/in/ Sharon-Stevens-MBA-0228

(908) 268-3973  
SHARON.STEVENS@COMCAST.NET

## SARBANES-OXLEY (SOX) TESTING AND COMPLIANCE LEADER

Dynamic Leader with a strong record of aligning operational activities with financial effect to identify and remediate internal control gaps. Strong conceptual, analytical, and decision-making skills for overall assessment of testing results. Characterized by colleagues as a team builder, with excellent interpersonal relationship abilities that drives consensus across all organizational levels and stakeholders. Motivated and self-sufficient with commitment to developing and implementing effective operational and financial process outcomes.

**Process Improvement | Project Management | Auditing | Business Integration | Financial Operations | Reporting | Training | Risk Assessment and Scoping | Test Planning | Vendor Control Assessment | Deficiency Assessment | Control Issue Remediation**

## PROFESSIONAL EXPERIENCE

**CIT (A Fortune 500 Company), Livingston, NJ 07039**

**VP-SOX / FDICIA Compliance**

7/2011-4/2017

Ensured sufficient key control coverage and reliance (design and operating effectiveness) over significant financial statement line items / financial statements through control identification, documentation, testing, evaluation, mitigation, remediation, and monitoring.

- Performed corporate risk assessment over CIT's internal controls (\$64B in Assets).
- Worked with Business Units (BU) and Corporate Functions in preparation and maintenance of control matrices, process flowcharts, narratives, etc. (200+ internal controls / 26 process structures).
- Provided support, training, and coaching of process owners and articulated respective roles in SOX process for 50+ process owners / stakeholders.
- Developed and implemented testing plans (including roll-forward inquiry and observation testing) and documented and assessed testing results for key SOX controls, working closely with process owners and internal and external audit in the identification and resolution of internal control issues.
- Determined control deficiency financial statement impact (MW, SD, CD) using 15-point assessment process and reported deficiency remediation execution plan status to Corporate Controller, Internal and External Audit bi-monthly.
- Managed corporate-wide vendor financial assessment process (SSAE16 and Alternate Procedures), including vendor population identification, assessment process training, and external auditor relationship management, assessing 53 vendors and mitigating timely for external audit opinion, SEC form 10K.
- Administered corporate-wide quarterly / annual SOX certification process for 23 BU / staff groups.
- Performed One West Bank integration planning and implementation of SOX operational processes and key risks and controls into CIT pre- and post-acquisition, CIT's size doubled to SIFI bank.

**AVP – Finance Operations / SOX Compliance**

4/2005 – 7/2011

Provided corporate metrics on finance operations, remediated Sales and Property Tax audit issues, and ensured escheatment compliance.

- Developed and prepared corporate executive reporting on Finance operations - exposures, reconciliation metrics and open audit issues.

- Implemented company-wide escheatment compliance process ahead of schedule (all state reports on time - no penalties ever assessed).
- Remediated controls in corporate Property & Sales Tax department, improving internal audit grade from "D" to "A".
- Detected \$3M understatement of sales tax liability by reconciling sales tax sub-ledger.

**Manager – Sarbanes-Oxley Compliance**

1/2004-4/2005

Partnered with BU to Identify and document Business Unit process flows, risks, and controls. Created and implemented testing plans. Analyzed testing results and identified compensating / mitigating controls and remediation process improvement plans for control failures / issues.

- Led identification and documentation of HR and Tax internal control structures.
- Designed and implemented SOX Management testing plans over key operational and financial controls.
- Evaluated test results for exceptions, identifying and documenting compensating/mitigating controls.

**LUCENT TECHNOLOGIES**, Murray Hill, NJ 07974

1997 – 2003

**Manager –AR and Inventory Processes and Reporting**

Held progressive management and leadership roles for results reporting and process improvement initiatives primarily in accounts receivable and inventory finance areas.

- Developed standard reporting process for international sales executive compensation and improved compensation reporting cycle time and data accuracy 50% through manager training.
- Reduced past due AR from 50% and provided 100% of executive compensation results on time.
- Saved \$250M by developing and implementing Lucent's UCC-1 customer security interest process.
- Reducing Order-To-Cash cycle time 120 days by streamlining process, receiving Lucent Silver Award.
- Led symposium of 20 inventory / accounts receivable experts, defining SAP process requirements.
- Co-authored Customer Service training on order accuracy linkages to positive cash results.

**OTHER PROFESSIONAL EXPERIENCES**

**Reporting, Analysis, and Training (AT&T)**

1980 – 1996

Managed planning and budget process for businesses with revenues up to \$160M.

- Prepared, analyzed, and disseminated company-wide factory financial results.
- Analyzed business trends and proposed procurement, strategy, and Law process changes.
- Trained 80 associates on Malcom Baldrige criteria and 120 managers on process enhancements effects.
- Created business cases and models to assess financial impact of business and operational initiatives.
- State/Corporate-wide inventory production, stocking, tracking, and reporting.

**Piece Goods buyer (WORK WEAR)**

1980

**OTHER ACCOMPLISHMENTS**

- GAGAS & CPE Credits – 40
- Board Officer – Clinton Township Board of Adjustments
- Selected for CIT Women's Leadership Council
- Lucent Chairman's Quality Award (Malcom Baldrige) Examiner

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

**Master of Business Administration (MBA)** - Rider University, Lawrenceville, NJ

**Bachelor of Science (BS)** - University of Delaware, Newark, DE

Proficient with Microsoft Office (WORD, EXCEL, VISIO), BWISE, SmartView