

# Jacob Menninga

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**Experience:**    **Xerox Business Solutions Midwest  
Finance Manager**

July 2022 – February 2024

- Managed sales results reporting across Michigan, Indiana, and Kentucky, producing daily, weekly, monthly, and ad-hoc reports.
- Calculated commissions, bonuses, and promotional compensation for 100+ employees in diverse sales roles (Reps, Managers, VPs, Specialists).
- Updated and maintained the Excel formulas, macros, and templates used by 320+ employees (sales and admin) in the Midwest region.
- Developed customized Visual Basic for Applications subroutines and scripts to streamline operations across multiple departments.
- Supervised the sales commissions and sales bonuses processes, overseeing 4 team members.
- Facilitated the transition from Excel commission and bonus processing to a web-based solution for the Midwest region, including writing statements of process for team members in multiple states.

**Michigan Office Solutions  
Financial Analyst**

October 2011 – July 2022

- Managed a comprehensive sales results database with 300+ B2B transactions monthly.
- Produced monthly sales reports for all 70+ Sales personnel and generated ad-hoc reports.
- Calculated all Sales bonuses, accounting for all 5 quotas for each employee.
- Optimized sales commissions process, reducing processing time from 40 to 10 hours.
- Created daily financial reports.
- Prepared monthly journal entries.
- Prepared account reconciliations.
- Automated bank reconciliation using VBA, reducing processing time from 8 to 2 hours.
- Developed and maintained sales compensation plans for all sales employees.
- Served as the Excel guru supporting multiple departments.

**Davenport University  
Administrative Assistant**

November 2008 – August 2011

- Created multiple MS Access databases to streamline recordkeeping and reporting.
- Served as liaison between DU's Student Affairs office and multiple vendors.
- Created process guides and ran training programs for other staff.
- Updated and maintained confidential files
- Provided accommodations for students with disabilities.

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**Education:**    **Bachelor of Business Administration**

September 2007 – August 2011

Major: Accounting Information Management

Concentration: Managerial Accounting

Davenport University, Grand Rapids, MI