

DIRECTOR OF FINANCE

Professional Summary

Seeking a position in financial/general accounting. Highly meticulous and reliable Finance Director with an outstanding client service record. Adept multitasker able to handle a number of cash management projects with professionalism and accuracy. Strong research skills in optimizing current and efficient cash management team operation.

Experience

Director of Finance

May 2016 to Current Company Name i¼ City , State

- Manages the day to day accounting department, including hands on monthly close, commission reports, financial statements.
- Manages financial tasks, budgeting and overall accounting of the company.
- Develop and implement short and long-term financial strategies and tactics in alignment with the company's business plan and strategic initiatives.
- Develop and monitor policies and procedures within generally accepted accounting principles and corporate guidelines to ensure sufficient cash flow, reduced operating cost, and increased revenues.
- Forecast, monitor performance and prepare analytical information and management reports to enable effective decision making by the CEO.
- Manage and develop clear and precise financial records, analyze financial statement while ensuring the integrity of all financials, and maintain internal control.
- Manages monthly and yearly closing responsibilities including system closing, journal entry preparation and inventory reconciliation.
- Prepare and review all documentation required to meet reporting deadlines.
- Provide financial reports and analysis to Executive Staff
- Serve as primary liaison to outside CPA firm for assurance and income tax preparation services.

Sr. Operations Analyst-Fund Accounting

September 2015 to April 2016 Company Name i¼ City , State

- Process funds' trade activity and communicate with the funds' investment manager on a daily basis.
- Prepares and review position and cash reconciliations between investment manager and custodians utilizing internal and third party custody platforms.
- Resolve cash and position reconciling items on a timely basis.
- Evaluate confirms and trades for settlements.
- Prepares Cash and Portfolio Reconciliations for equities and fixed income.
- Performs daily and monthly analysis and quarterly reporting for institutional investors.
- Communicates daily with custodians and prime brokers to resolve trading, operational and accounting issues.
- Prepares financial statement for the funds and participate in other Ad Hoc projects as needed.

Financial Analyst-General Accounting

October 2013 to September 2015 Company Name i¼ City , State

- Prepares month-end, quarter-end, year-end account analysis and reconciliation, including reconciliation of bank statements to the finance ledger.
- Prepares financial reports by utilizing accounting and support systems within the scope of established controls and procedures to research and prove account balances.
- Maintains and reconciles general ledger, subsidiary ledger and DDA accounts.
- Performs a variety of routine accounting functions in accordance with United States Generally Accepted Accounting Principles and Sarbanes Oxley Act.
- Prepares financial statement reconciliation report, by analyzing general ledger activity and propose appropriate adjusting entries.
- Assists with audits by providing supporting records and documentation.
- Prepares, reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records.
- Reconciles intercompany and all balance sheet accounts on a monthly basis and report on variances.
- Assists in the documentation of processes and establishment of internal controls.
- I do evaluate the effectiveness and efficiency of business processes, procedures and accounting assumptions on an ongoing basis.
- Leads and participate in various finance ad hoc projects as needed (SAP/eLedger transition).â€œ

Tax Analyst

June 2011 to August 2011 Company Name i¼ City , State

- Trained in preparation of Federal tax provisions and related financial statements disclosures.
- Trained in preparation of Federal excise tax calculations.
- Experienced in reconciliation of detailed realized gain/loss reports.
- Experienced in PFIC mark to market adjustment computation using Passive Foreign Investment Company(PFIC) identification procedures.

Team Lead- Sr. Research/Financial Analyst

June 2007 to September 2012 Company Name i¼ City , State

- Helped clients understand their historical transaction statements.

- Analyzed and explained transactional transcripts, i.e. general ledger to financial advisors to assist their clients.
- Researched cost basis for shareholders and CPAs to help in preparation of tax returns.
- Processed corrections, adjustments or complex transactions for clients, i.e. monetary adjustments, non-monetary, account maintenance, and monetary distributions.
- Researched retirement accounts for shareholders to enable them make contributory/distributor decisions.
- Recorded and managed data within appropriate timelines.
- Gathered, analyzed, and presented data to resolve client escalation issues.
- Worked closely with the legal department to resolve legal issues; such as investment fraud and subpoenas.
- Assisted department manager with implementation of quality control procedures.
- Communicated with clients to resolve any problems on a regular basis.

Investor Services Specialist

October 2001 to June 2007 Company Name i/4 City , State

- Reviewed market quotes for acceptable fluctuation, reasonableness and accuracy.
- Responsible for quality control of financial transactions.
- Performed data entry to generate shareholder reports.
- Regularly communicated with clients to assist them with their retirement accounts.
- Assisted in quality control processes which include: monitoring status of reconciling and fee bill processing, assuring written policies and procedures are consistently applied and identifying areas where additional training is needed.
- Utilized a variety of databases and applications to complete shareholders request.
- Results oriented and hands on skill in research and analysis, business operations and customer/client support.

Education

MBA : Accounting , 2011 Johnson & Wales University i/4 City , State

Accounting

Bachelor of Science : Accounting , 2009 Johnson & Wales University i/4 City , State Accounting

Skills

Accurate, Bloomberg, DTCC, PACE, Asset Arena, Essbase, Great Plains, Hyperion, ELedger/SAP, Access, Excel, Word, PowerPoint, Oracle, QuickBooks, fiscal budgeting knowledge and financial reporting.