**Full Name**

Address

Phone Number | Email

**Summary**

Talented Senior Accountant offering ten years of experience in financial management, accounting, and analysis. Proficient in personnel assessment and directing a department to operate in an ethical manner with a high level of efficiency. Expert in explaining complex concepts and maintaining a clear and open line of communication both in day-to-day operations and board meetings.

**Experience**

Carroll Independent Fuel, Baltimore, MD (November 2008 – Present)
**Senior Accountant**

* Perform complex balance sheet reconciliations and prepare and enter correcting entriesBook accruals, expense allocations and perform General ledger account analysis as part of the month end close process
* Preparing Financing packages to be submitted to bank
* Responsible for Fixed Assets which includes updating work-in-process schedules, entering new assets using SAGE software, booking depreciation and completing the fixed asset roll-forward

BravoHealth, Baltimore, MD (April 2007 – September 2008)
**Senior Accountant**

* Assisted Accounting Manager with preparation of monthly and quarterly financial package
* Prepared monthly analysis of GL and balance sheet accounts in accordance with GAAP
* Assisted and trained 2 staff accountants and reviewed their accruals and cash reconciliations
* Worked closely with Accounting Manager to develop internal controls and evaluated the finance department’s adherence to SOX regulations
* Worked closely with Medicare Part D Senior Analyst to book revenue properly and perform analysis on a monthly basis

Sinclair Broadcast Group, Hunt Valley, MD (November 2005 – March 2007)
**Staff Accountant/Financial Reporting Analyst**

* Prepared time sensitive Footnotes (which included preparing financial statements) and Items for annual 10-K, quarterly 10-Q and Proxy to be filed with the Securities and Exchange Commission in order to maintain filing status and subsequently maintain financial operations
* Created Board Book for Board of Directors under the supervision of the Controller and Director of Financial Reporting
* Prepared consolidated film and fixed asset roll forwards for 61 stations, 9 subsidiaries and 1 parent company, and analyzed and explained any material differences
* Insured that work papers were prepared monthly and quarterly in accordance with Generally Accepted Accounting Principles, internal control policies and SOX regulations
* Performed analysis of film revenue/payments and NRV (Net Realizable Value) Reports
* Gathered and organized data for auditors.
* Attended CPE courses to improve SEC reporting and technical accounting knowledge
* Used Oracle financial management system and Microsoft Excel and Word to create reports and perform account analysis
* Communicated orally and in writing with television stations and provided technical assistance and consultation on financial matters

Trans Health, Sparks, MD (April 2004 – November 2005)
**Staff Accountant**

* Analyzed and interpreted financial data on income statements and made recommendations on how to control cost.
* Reconciled bank statements and balance sheets.
* Prepared Medicare patient days analysis for reimbursement department.
* Entered A/R and expenses for four nursing homes in Maryland with total net revenues of $2.5 million.
* Helped develop training manual and designed PowerPoint presentation for new accrual process.
* Trained new Business Office Managers and A/P persons at facility on accounting procedures.
* Gathered and organized data for auditors.
* Performed account analysis to ensure that expenses were coded correctly for reimbursement purposes.
* Prepared cost reports to file with the state and federal governments.
* Evaluated cost versus revenue for patients to help marketing develop a target market.

**Education**

Villa Julie College – Masters in Forensic Accounting

College of Notre Dame of Maryland – BS, Accounting and Human Resources