

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