

██████████, CPA

██████████, Rockville, MD – 20851
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Accountant

9+ years' rich experience in delivering optimal results & business value in high-growth environments

Result oriented professional with qualitative expertise in strategic planning, corporate financing, and accounting operations. Possess ability to apply analytical methods and techniques to identify and resolve financial and auditing issues. Deft in finance management, project management, cash management, reconciliation statements, creditor/debtors management, investment analysis and relationship management. Exceptional overall business perspective, demonstrated ability to exceed goals, and a proven history of providing valuable financial advice. Proven expertise in collecting, compiling, and analyzing financial and programmatic information. Rich knowledge of accounting principles, practices/techniques and also GAAP & GAAS, and other accounting industry regulations. Strong oral and written communication skills. Demonstrated track record of consistently combining financial leadership with sound business practices to ensure bottom-line revenues and better, cheaper, faster business for total customer satisfaction. Excellent man-management, time management, leadership skills. Functional Spanish. Toastmasters' International member.

PROFESSIONAL VALUE OFFERED

Forecasting, Reporting & Analysis	Financial Management	Accounting Operations	Ratio/Variance Analysis
Cash Flow Optimization/SOP	Budgeting/MIS	Liaison/Negotiations	Asset Management
Payroll Administration/Taxation	Audit/Credit Control	Policies/Procedures	Account Finalization
GAAP/GAAS/Financial Consulting	Risk Management	Training/Development	Analytical Skills

PERFORMANCE MILESTONES

- Distinction of converting to paperless filing of all business entities in compliance to GAAP.
- Designed & developed instructions and guidance in the implementation and operation of accounting procedures/programs.
- Recognized as 'Champion' for converting to ProSystemfx Engagement software. Converted approximately 85% of audit and attest clients.
- Distinction of developing financial modeling system that reduced monthly accounts closing time from 6 to 2 days.
- Implemented the concept of MIS reporting to update the Management on regular basis.
- Gained invaluable experience in utilizing IDEA data extraction software to research variances in cash, accounts payable and accounts receivable. Filed reports per jurisdiction requirements.

CAREER PROGRESSION

Tax Accountant, Private Real Estate Development Company, Since 2009

- Accountable for preparing tax returns for various entities including owners. Researched tax issues as needed.
- Responsible for analyzing general ledger and cost segregation reports for capitalized assets.
- Judiciously reviewed lease documents for amortizable costs and prepared adjusting entries.
- Organized various training for tax team on electronic work paper software improving return preparation time.
- Actively involved in advising and guiding when technical interpretation, opinion, or decisions are solicited.
- Provided financial overview and leadership for all major operating consideration and activities, including development of business and profit plans.
- Judiciously reviewed internal control procedures for operational systems, identifying weakness and recommended improvement.
- Led & guided the team in reconciliation of variance report between budget and actual.
- Structured annual operational budget and implemented control measures to contain expenses within defined limits.
- Entrusted with the onus of preparing profit and loss accounts, balance sheet to give correct & fair view of statements of accounts and to finalize the same.

Principal, Burow & Associates, Rockville, MD – Business and Tax Services, Since 2008

- Responsible for providing personalized tax and financial consulting services.
- Conducted coordinating activities related to the detection of fraud, waste, and abuse.
- Restructured control and budget service; updated accounting procedure.
- Provided interpretation and implementation of new policies, regulations and procedures.

Accountant, Simon, Kowitz, Meadows, and Bortnick, P.A., Rockville, MD – Public Accounting Firm, 2006 to 2008

- Accomplished responsibility for planning, performing, and monitoring audits, reviews, and compilations.
- Led the team in crafting financial statements in compliance to GAAP.
- Proactively contributed in preparing tax returns including IRS forms 1040, 1120, 1065, 990 and assorted state returns.
- Assisted clients with month and year-end processing and also developed and maintained rapport with clients.
- Provided assistance to growing not-for-profit client with aging and discounting of pledges receivable account and related revenue recognition for \$1.5 million capital campaign in compliance to GAAP.
- Drove the efforts to validate current processes and a variety of accounting data.
- Monitored and audited grantees fiscal operations and performance in meeting financial requirements.

Advanced Staff Accountant, Watkins, Meegan, Drury & Company, L.L.C., Bethesda, MD – Public Accounting Firm, 2004 to 2006

- Assumed responsibility for conducting audits of consolidated entities of \$100 million paving and Construction Company and also monitored unclaimed property audits of a large partnership.
- Mentored the team in crafting corporate income tax returns and related individual returns.
- Credited for developing year-end tax planning schedules for estimated tax payments.
- Associated closely in reconciling accounts for an REIT in preparation for Sarbanes-Oxley compliance.
- Contributed significantly in assessment of audit plans, findings and recommendations; audit improvements; problem and issue resolution; follow-up on corrective actions; and logistics and resource support.
- Controlled all project financial operations, verified financial statements, justification of expenses, requests, and disbursements.

Accountant, Cat Controllers, Inc., Gaithersburg, MD – Electronics Manufacturer, 2002 to 2004

- Responsible for reconciling prior three quarters of cash, payable, and receivables, including researching all variances to ensure accuracy of all balances.
- Actively involved in updating accounting procedures and maintained accounting records.
- Devised effective strategies to reduce outstanding receivables from over one year to less than 90 days.
- Drove the initiative to analyze current accounting procedures to improve processes.
- Interfaced & coordinated with statutory auditors for finalization of accounts & tax audit.
- Developed and implemented policies/procedures over financial transactions, resulting in standardized reports.

Staff Accountant (Internship), Snyder, Cohn, Collyer, and Hamilton, P.C., Bethesda, MD – Public Accounting Firm, 2001

- Earned rich experience in many aspects of public accounting including software, client relations, organizational structure, and industry-specific services.

EDUCATION

- Certified Public Accountant, Virginia, 2009
- Bachelor of Science – Accounting, University of Maryland, College Park, 2004

I.T. SKILLS

Microsoft Office, ProSystem Tax, CorpSystem Work paper Manager (ProSystem fx Engagement), CorpSystem Fixed Assets, New Star General Ledger and QuickBooks

References and verifying documentation furnished upon request