

# Robert Smith

## Financial Reporting Analyst

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### SUMMARY

An experienced Financial Reporting Analyst with strong analytical background, outstanding academic achievements and a solid understanding of the investment environment is looking for a challenging role as an analyst.

### SKILLS

Proficient in All Microsoft Office Applications, Financial Modeling, IBM Cognos Software, Bloomberg, Morningstar, Kronos Workforce Management Software

### WORK EXPERIENCE

#### Financial Reporting Analyst

Aegon - 2010 – Present

- Updating monthly budgets and accruals to determine accurate expense projections for the remaining fiscal year and following years.
- Generating the expense analysis reports to monitor and maintain 52 mutual funds expense ratios and caps.
- Preparing the quarterly deliverables for the Board of Directors review, which consists of the following reports security lending, expense ratio comparisons, affiliated commissions, and net assets.
- Providing the CEO and other executives various reports showing the funds activities from quarter to quarter.
- Participating in the preparation and review of Transamerica's annual reports to shareholders with accordance to GAAP and the SEC.
- Running the ad hoc reports in Confluence/Citrix for financial reporting material.
- Maintaining the monthly account reconciliations and performing the variance testing reports.

#### Client & Vendor Sales Relations

Allcases - 2008 – 2010

- Prepared general ledgers and ACH transfers for all accounts payable, then directly worked with the custodian to ensure all payments were recorded correctly.
- Monitored 115 mutual funds trading activities researching for any large purchases, redemptions or exchanges that may disrupt portfolio management, hurt fund performances and drive expenses higher.
- Tracked processes all expenses paid through a 3rd party and submits any necessary reimbursements.
- Performed internal audits regularly and researching any concerns from the external auditors.
- Allocated over \$1 million in invoiced expenses monthly using cost allocation methods.
- Assist internal and external auditors with necessary data retrieval or explanations.
- Worked with the technology team to implement logic and theory for financial reporting.

### EDUCATION

Bachelors Of Science in Finance - 2009(University Of South Florida )