

JUDGE GRADY

23849 Marcel Passage, Dallas, TX • +1 (555) 431 0990

WORK EXPERIENCE

CHIEF ACCOUNTANT08/2015 - PRESENT

Boston, MA

- Ensure accuracy of balance sheet and income statement together with CC and Tax management units east by managing timely period end closing
- Analyze tax positions, identify and mitigate financial and tax risks/liabilities and manage statutory, tax and internal audits
- Ensure a well-documented bridge between accounting records in ERP system and statutory and tax reporting
- Secure local records retention and timely archiving of accounting documents in line with legislation
- Prepare Tax calculation and filing of tax returns (direct and indirect taxes), statutory financial statement preparation, statistical reports and providing to tax authorities according to deadlines (via electronic system) as well as manage tax payments/refunds
- Support in preparation of IFRS reporting and related bridge between statutory reporting
- Support in information preparation for board of directors
- Secure proper transfer price documentation and argumentation based upon local legislation

MANAGER, CHIEF ACCOUNTANT S DEPARTMENT08/2011 - 06/2015

Houston, TX

- Provide tax and accounting advice to operational units and other areas, e.g. salary and travel
- Specify requirements for local deviations from Accounting Directives and request creation for changes in the company chart of accounts
- Support in providing accurate legal forecasts
- Preparation of applicable SOX controls
- Prepare all financial statements and journal entries
- Maintain reconciliation for all balance sheet accounts
- Assist in the preparation of forecasts and budgets when required
- Oversee all tax work

LOCAL CHIEF ACCOUNTANT05/2007 - 05/2011

Philadelphia, PA

- Review cash position of hotel
- Create a strong network with business leads of all division and functional organizations in order to ensure controllership is well placed to advice on improvement, risk and compliance aspects of business projects and decisions
- Create a strong working relationship with SSC teams and Amsterdam Operational Center
- To prepare the accounts and ensure maintenance of financial controls for the RMDK Qatar. Also ensure that all local statutory compliances are adhered to
- Process accounting transactions and maintain supporting documentation to ensure accuracy, completeness, timeliness, and conformance to governing regulation and policy including but not limited to d'tag, sciquest, JV's, missing/stolen, loaned etc
- Responsible for all federal tax payments, related recording, and reporting including preparation and filing of 941 Employers' Quarterly Federal Tax Return
- Process, review, monitor, and retain accounting transactions to ensure accuracy, completeness, timeliness, and conformance to governing regulation and policy. Ensure proper documentation is maintained

EDUCATION

SOUTHWEST MINNESOTA STATE UNIVERSITY2003 - 2007

Bachelor's Degree in Finance

PROFESSIONAL SKILLS

- Excellent communication and organizational skills: experience working across multiple levels, functions and regions
- Excellent written and communication skills and a proven ability to partner with operational counterparts across geographies
- Strong organizational skills, strategic thinking abilities
- Computer literate (Windows) & Strong MS Excel skills (v-lookup, Pivots, Complex formula)
- Strong continuous improvement- and change management skills
- Strong interpersonal skills to promote positive and professional work relationships
- Fluent English language, strong experience with SAP, strong Excel user