

MELISSA ANDERSON

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A Senior Accountant with 10+ years of experience overseeing all aspects of financial reporting and tax compliance for enterprise organizations. A proven track record of spearheading initiatives to reduce operating costs and enhance scalability for large businesses.

EDUCATION

BACHELOR OF SCIENCE (B.S.)
ACCOUNTING
Boston College, Boston, MA
September 2007-June 2011

KEY SKILLS

- Accounting
- SOX Controls
- Financial Reporting
- Budget Development
- Regulatory Compliance

CERTIFICATIONS

- Certified Public Accountant (CPA), State of Massachusetts, 2011

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT
Pantheon Technology Corp.,
Boston, MA
July 2016 - Present

- Analyze and prepare financial reports, coordinate with auditors to create all documentation for internal and external audits, and perform monthly and quarterly close activities for a technology company valued at \$120M
- Conduct reconciliations for accounts valued at \$ 1.5M- \$ 3 M, prepare journal entries, support SOX internal controls, and manage ad-hoc accounting projects
- Perform quarterly write-offs in coordination with the CFO, evaluate business items, and identify opportunities to reduce annual operating costs by 15%

ACCOUNTANT
Campbell Construction Co.,
Boston, MA
June 2011 - July 2016

- Manage all aspects of financial reporting for a multi-million-dollar construction company, oversee month-end close, and develop a \$3.5M annual operating budget
- Collaborate with the Finance Manager to coordinate over \$500K in funds from various insurance accounts and ensure regulatory compliance