

Kevin Graham

PROFESSIONAL EXPERIENCE

Finbays.com Accounting and Finance Services, Tulsa, OK

August 2016 – Present

Owner, Chief Executive Officer

- Financial statement review and preparation services.
- Audit and attestation services ranging from 401(k) audits to financial statement audits.
- Internal control process reviews.
- Taxation preparation and review services.
- Accounting information systems development.
- Outsourced accounting and finance departmental functions.

Transportation Industry, Tulsa, OK

February 2015 – June 2017

Senior Accountant

- Responsible for the preparation, compilation, consolidation, completeness, accuracy, and analysis of accounting and finance information for the production of statements, schedules, and filings.
- Proactively evaluates the results of operations, identifies trends, risks, and opportunities, and makes recommendations to ensure the accounting function and business achieves their goals.
- Provide technical accounting information, financial knowledge and training to others within the accounting function and organization.
- Provide support and guidance for all business related partners in helping them achieve operational targets and focus on continuous improvement.
- Designed and implemented general ledger rules pertaining to two software systems conversions, ensuring the completeness, accuracy, and correct classification of transactional data from a financial reporting perspective.
- Monitor and evaluate the performance of accounting and other financial staff, recommending and implementing improvements where possible.
- Monitor accounting policy and procedures ensuring a sound internal control environment in accordance with GAAP.
- Liaison between independent external auditors to ensure the timely delivery of annual financial statement audit results.

Regional Public Accounting Firm, Tulsa, OK

January 2013 – February 2015

Experienced Assurance Staff

- Plan, execute and coordinate multiple audit engagements including Sarbanes-Oxley requirements, financial statement audits, agreed upon procedures, and benefit plan audits, based on risk assessment.
- Audit/Review financial statements and related footnote disclosures for SEC required disclosures for public companies in accordance with GAAP as well as private companies.
- Review of test work, financial statements, and footnote disclosures for annual Form 10-K and quarterly Form 10-Q in accordance with GAAP and SEC Rules and Regulations.
- Assess the materiality, risks, and financial statement impact of audit findings and inform management of critical issues.
- Conduct operational due diligence to ensure existence and effectiveness of internal controls by identifying significant accounts, control deficiencies, and risks of material misstatement to the financial statements.
- Supervise, develop, and evaluate performance of several colleagues on engagements through oversight and review of work papers, training and communication of needed improvements.
- Stress the importance of communication and maintaining excellent client relations. Achieve this by delivering accurate and timely service, as well as informing client and engagement management of any issues that arise in order to meet client expectations and deadlines.
- Member of the investments team, which utilizes knowledge and understanding of asset classes and investment vehicles/processes to classify investments for financial reporting purposes.
- Collect, analyze, interpret and verify information to determine whether records and reports contain accurate, reliable, timely, complete and useful information; and to determine whether controls over records and reports are adequate and effective.
- Key clients consist of SEC, private equity, private company, insurance, oil and gas, construction, manufacturing, and banking.

Telecommunications Industry, Lubbock, TX

May 2010 – July 2011

Staff Accountant

- Prepared monthly consolidating elimination entries. Prepared consolidated monthly, quarterly, and annual financial statements.
- Worked with the CFO in the implementation of processes and procedures pertaining to Sarbanes-Oxley compliance regarding the entity's internal control framework as well as controls over financial reporting.
- Performed supervision and review procedures related to annual Form 10-K and quarterly Form 10-Q filings.

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EDUCATION

Washington State University, Pullman, WA
Master of Arts: Applied Economics

December 2009

Texas Tech University, Lubbock, TX
Bachelor of Business Administration: Finance & Economics

December 2007

Oklahoma State University, Stillwater, OK

May 2012 – December 2012

- Twenty-one Accounting credit hours taken for CPA eligibility.

CERTIFICATION

Certified Public Accountant – Eligibility requirements met.

Expected Completion: Fall 2018

- Passed Business Environment and Concepts section, November 2014.

TECHNICAL SKILLS

- Well versed in statistical and data analysis software (e.g., SQL, IDEA, SAS, R, Mathematica).
- Proficient in accounting software (e.g., Caseware, AS/400-based systems, Quickbooks, Peachtree, Dynamics).
- Intermediate proficiency in various programming languages (e.g., Python, Java, C#, HTML, BASIC, FORTRAN).
- Skilled with Microsoft Office suite (Excel, Word, Access, PowerPoint, and Outlook).

PROFESSIONAL MEMBERSHIPS

- Professional Accounting Society of America (2012)
- Beta Alpha Psi (2012), Delta Sigma Pi (2012)
- American Finance Association (2012)
- Financial Management Association (2008–2010)

HONORS & AWARDS

- President's Honor Roll (2012, 2006), Dean's Honor Roll (2003-2007)
- Full Tuition Waiver, Washington State University (2008–2009)
- Rawls College of Business Competitive Scholarship (2007)
- J.P. Morgan Chase Scholarship (2007)