

mrice0012@gmail.com

(570) 337-3661

Lebanon, PA

https://github.com/mdr5002/Portfolio

Junior Accountant

*Royer’s Flowers*

August 2020 - August 2022

Lebanon, PA



* Streamlined Daily Sales/Labor Reporting for easy data manipulation and maximum visibility across regions.
* Consolidated data from all locations to generate cumulative corporate analysis for revenue and expense reports and projections.
* Implemented a more efficient inventory tracking program to improve clarity.
* Assisted in monthly accounting tasks and financial statement preparation.

Accounting Coordinator

*Flagger Force*

Nov 2018 - June 2020

Hummelstown, PA



* Handled daily accounts receivable duties and weekly payroll for field employees.
* Assisted in financial reporting, budgeting, and forecasting.

**Work Experience**

Senior Accountant

*S&H Express Inc*

August 2022 - April 2023

York, PA



* Managed aging analysis and developed reporting to ensure timely collections and account balance accuracy with increased visibility.
* Performed bank reconciliations and month end closing journal entries.
* Identified areas of improvement in accounting processes to enhance efficiency and accuracy.
* Created comprehensive and dynamically interactive financial reports.
* Automated processes using Power Query and Power BI tools, reducing manual workload.
* Developed database mapping for Key Performance Indicators (KPIs), facilitating data-driven decision-making.

Service Center Consultant Delaware Investments

*August 2008 – July 2011*

*Philadelphia, PA*



*Harrisburg, PA*

*January 2013 – May 2017*



Financial Analyst Public Utilities Commission

Additional Work Experience

Internal Audits Intern Capital Blue Cross

*September 2012 – Dec 2012*

*Harrisburg, PA*



Business professional with diverse experience in finance and business across multiple industries. Passionate about working with data and translating raw information into actionable insights and creative reports. Continually enhancing skills in line with technological advancements.

* Leveraged data analytics to identify patterns, trends, and inefficiencies within various sectors.
* Proficient in Excel, Power Query, Power BI.
* Familiar with Python, SQL, Jupyter Notebooks. and Tableau
* Aiming to combine financial acumen with data analytics and ad hoc reporting skills in the next role.

**Summary**

*Financial Data & Reporting Analyst*

**Michael**

**Rice**

* Microsoft Access
* SQL
* Python
* Google Cloud
* Tableau
* Jupyter Notebooks

**Familiar with:**

* Microsoft Excel
* Power BI
* Power Query
* Adobe
* QuickBooks
* Database Design

**Skills**

**B.S. Finance**

**Penn State University**

July 2004 – May 2008

State College, PA



**MBA -Penn State University**

*Business Administration*

Sep 2011 – Dec 2012

Harrisburg, PA



**Education**