

Overview: Seasoned professional with over 10 years of diverse experience with Big 4, public, private, and not for profit organizations. Seeking a position with a corporation where I can be an effective team member by leveraging my experience in accounting, finance, and project management.

Highlights:

- | | | |
|-------------------------|--------------------------------------|--|
| - Budgeting/Forecasting | - Revenue Recognition | - Accounts Payable/Receivable |
| - KPI Analysis | - Project Management | - Microsoft Excel (vlookups, pivot tables) |
| - Variance Analysis | - GL Accounting (Public & Nonprofit) | - Process Improvement |

Education:

2005- 2009
2009-2010

University of Illinois Urbana Champaign – *Bachelor of Science in Economics*
Keller Graduate School of Management – *Graduate Certificate in Accounting*

Experience:

07/19- present

Robert Half Management Resources, SPS – Chicago, IL
Senior Project Consultant - Accounting & Finance Manager (Remote)

- Assisted with building the accounting processes for a new subsidiary client acquired from a fortune 500 company.
- Managed accounting staff to ensure accounts receivable, accounts payable, and payroll functions were completed.
- Created tools to improve workload efficiency which ultimately decreased the time spent closing the month.
- Streamlined the full Accounts Payable process. Including implementing weekly batch process, segregation of duties, and internal controls between AP team and Treasury.
- Analyzed over 400 invoices incurred during acquisition to ensure proper accounting treatment of prepaids, fixed assets, capitalized assets and expenditures.
- Assisted with ensuring entity registrations and VAT ids were properly established for over 26 international entities. This involved working with multiple currencies.
- Performed bank reconciliations for over twenty-five International Accounts and one US account.
- Well involved in the Workday implementation. Utilized Zephyr and Jira to assist with performing over 100 test case scenarios around system configurations and end to end testing.
- Created tool within excel workbook which included pivot tables and data charts to analyze financial impact of invoices incurred during the acquisition. This analysis assisted senior management with calculating net gain (loss) during acquisition.
- Organized shared drive location to ensure adequate information was available for external auditors or internal stakeholders.
- Performed all operations and analysis detailed above for multiple Business Segments. This included several parent structures and subsidiaries. Heavily involved in building out and developing intercompany relationships.

03/19- 07/19

ELIRG Exploration LLC (Tech Startup) – Chicago, IL
Project Manager, Finance (Remote)

- Involved in developing fees, billing, and milestone language in client contracts.
- Prepared and managed budgets and forecasts at contract level.
- Reviewed and approved contractor service invoices.
- Reviewed and approved invoices for operational expenses based on invoice value and budgeted expectations.
- Managed Accounts Receivable process. This involved creating client billings, submitting them to the client, and managing the cash collections process.
- Performed bi-weekly cash analysis and bank reconciliations for five separate cash accounts.
- Reviewed and approved contractor expense reimbursements based on expense type and contracted agreements.
- Provided senior management with financial metrics needed to make business decisions. This included metrics around profit, revenue, billings, and costs.

08/17- 2/19

Deloitte Consulting LLP – Chicago, IL
Engagement Controller – FP&A (Primarily Remote)

- Prepared budgets and forecasts for a portfolio of projects with clients ranging from private wealth to Fortune 500.
- Prepared project pricing models at the initiation of an Engagement.
- Performed detailed contract review ensuring all language and disclosures are in line with firm guidelines.
- Monitored key performance indicators through project life cycle including Gross Revenue, Net Revenue, Percentage of Completion and offshore team utilization, etc.
- Managed offshore team to assist with project billing and collection functions.
- Ensured quality project management, contract management, and risk management by understanding and utilizing company policies and accounting standards.
- Managed the billing and collections process. Created and approved over 50 invoices monthly.
- Performed detailed analysis of project time and expenditures. This included ensuring both time and expenses were posted in accordance with engagement letter perimeters and company policy.
- Met periodically with Partners, Managing Directors, and other members of Senior Management to discuss project financial status.
- Analyzed financial data with Senior Management to ensure project profitability.

06/17 – 08/17

Beacon DLC Group, Client: Ingredion Incorporated – Chicago, IL
Senior Accountant (Consulting Contract)

- Reviewed and approved invoices for capital purchases and operational expenses.
- Performed SOX control testwork over the AP process and Inventory controls.
- Assisted with internal and external audit over capital purchases.
- Assisted Project Managers with budget monitoring and forecasting.
- Prepared month end journal entries for operational expense accruals.

01/17-04/17

Brilliant, Client: Navigant Consulting, Inc. – Chicago, IL
Senior Technical Accountant (Consulting Contract)

- Assisted technical accounting manager with performing revenue control testwork.
- Reviewed contracts to determine if there are any multiple element arrangements.
- Assisted management with analyzing financial impact of 2018 US GAAP revenue recognition requirements.
- Reviewed contract amendments and update contract budgets accordingly.
- Assisted with project transition into new ERP system for 2017 go live.
- Reviewed POC contracts. Analyzed and investigated any unusual fluctuations outside of budget expectations.
- Conducted month to month revenue variance analysis.
- Documented all findings in an excel file or memo for internal audit and management to review.

01/15-10/16

Invenenergy LLC – Chicago, IL
Senior Project Accountant

- Performed full cycle accounting functions for a portfolio of seven renewable energy projects.
- Created month-end journal entries which included expense and revenue accruals, account re-classes, quarterly/annual balance sheet true ups and intercompany eliminations.
- Prepared quarterly fixed asset rollforwards and inventory reconciliations.
- Managed project loans of more than \$250M. Ensured principal and interest payments were made timely, rates were rolled forward, and any adjustments and/or payoffs had appropriate documentation/approvals.
- Ensured weekly invoice batches matched the POs, had proper approvals, and were within budget spending limits.
- Ensured monthly and/or quarterly landowner payments were made timely and accurately.
- Prepared monthly disbursement packages for project payments greater than \$10K.
- Presented management with a monthly budget vs actual analysis, balance sheet, income statement, and cash account activity worksheet for each project.

06/13 – 01/15

YMCA of Metropolitan Chicago – Chicago, IL
Business Accountant Human Services

- Created and managed budgets around grant funding received from private and government sources.
- Prepared month-end close journal entries to post revenue and expense adjustments.
- Managed two Accounting Coordinators to ensure they were efficiently conducting their day to day activities which included payroll and accounts payable functions.
- Reviewed invoices and related purchase requisitions for budget availability and approvals.
- Monthly preparation and review of invoices (reimbursable vouchers).
- Prepared and analyzed monthly variance reports for Executive Directors and Program Directors.
- Reviewed employee expense reimbursement reports.

05/12-01/13

Trustwave Holdings, Inc. - Chicago, IL
Senior Revenue Accountant

- Reviewed contracts for agreed upon services, fees, billing terms, and proper execution.
- Performed multi-element analysis on contracts with multiple deliverables and revenue streams.
- Performed Best Estimated Selling Price calculations to ensure proper allocation of revenue.
- Uploaded monthly revenue journal entries into accounting system via an excel worksheet.
- Created month-end journal entries which included posting expense and revenue accruals, account re-classes, and write-offs.
- Reviewed invoices prepared by four accounting staff to ensure billing was in line with agreed upon terms.

10/10 –05/12

KPMG, LLP – Chicago, IL
Senior Audit Associate

- Conducted quarterly reviews and annual financial statement audits on a portfolio of clients including large public companies such as Motorola Solutions and Accenture.
- Manipulated large amounts of data in excel to determine audit scope.
- Performed analytic reviews over COGS balances and revenue reviews for POC contracts greater than \$30M.
- Audited balance sheet accounts such as inventory, fixed assets, cash, and accounts receivable.
- Ensured appropriate financial statement presentation and disclosures were within the footnotes of SEC filings.
- Performed SOX control testwork over financial reporting, supply chain, and compliance.
- Participated in multiple physical inventory counts to ensure completeness, existence, and valuation.
- Responsible for documenting findings in a memo for Senior Management to review.