MICHAEL CLARK

Staff Accountant

Contact Information:

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Phone: (619) 338-2890

Location: Baltimore, MD

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PROFESSIONAL SUMMARY

Experienced accounting professional with 4+ years of progressive experience in financial reporting, analysis, and compliance. Proven track record of improving processes and delivering accurate financial information. Strong expertise in accounting principles and software applications.

TECHNICAL SKILLS

• Forecasting

• Financial Modeling

• Data Analysis

• Risk Assessment

• Portfolio Management

• Dashboard Creation

• Variance Analysis

• Scenario Planning

SOFTWARE PROFICIENCY

• SAP

• Tax Software

• Database Management

• ERP Systems

• Adobe Acrobat

• CRM Systems

PROFESSIONAL EXPERIENCE

Executive | Elite Business Solutions | 2023 - Present
- Led financial reporting and analysis for $50M+ revenue company
- Managed month-end closing process and prepared financial statements
- Collaborated with cross-functional teams on strategic initiatives
- Implemented process improvements resulting in 20% efficiency gains
- Mentored junior staff and provided training on new procedures

Financial Reporting Manager | Capital Markets Group | 2022 - 2023
- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

Financial Reporting Manager | TechStart Inc | 2021 - 2023
- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

EDUCATION

Bachelor of Science in Accounting
Princeton University | 2023

GPA: 3.9/4.0

CERTIFICATIONS

- QuickBooks ProAdvisor

ACHIEVEMENTS

{generate_achievements(experience_years)}

REFERENCES

Available upon request