**Patrick McEntee**

2715 S. Walter Reed Dr. Apt. C • Arlington, VA 22206 •

914-483-9670 • pat.mcent@gmail.com

**Education**

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| ­­**American University, Kogod School of Business** | ­**Washington, DC** |
| *Master of Science in Accounting (Expected December 2016)*  *Graduate Certificate in Forensic Accounting* |  |
| *Bachelor of Science in Accounting*  *Minor: Finance* | ­*May 2013* |

**Relevant Coursework**

* Financial Statement Analysis, Intermediate Corporate Finance, Advanced Financial Reporting, Cost Accounting & Strategic Cost Management, Business Finance, Business Policy and Strategy, and Adv. Forensic Accounting/Fraud Investigation

**Experience**

**Carnegie Endowment for International Peace Washington, DC**

*March 2015-Present*

*Staff Accountant*

* Supervise and review recorded transactions of the Accounting Assistant.
* Compile and record month and year end journal entries for Headquarters and three Foreign Offices.
* Prepare and distribute monthly Financial Statements for all departments and offices.
* Provide support for new fiscal year endowment budget and department forecasts.

**Kearney & Company Alexandria, VA**

*October 2014-March 2015*

*Staff Accountant I*

* Develop Standard Operating Procedures and provide recommendations for improvement for a Government Agency’s processes.
* Support the Agency’s Budget Operations Team and National Accounts Payable Team.

**Carnegie Endowment for International Peace Washington, DC**

*June 2013-October 2014*

*Accounting Assistant*

* ­Conduct daily Accounts Payable procedures.
* Prepare month end cash receipts and journal entries.
* Assist in preparation of monthly Financial Statements and Year-End Audit.
* Support Grants Manager in preparing year-end grant reports.