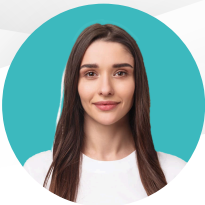


CHARLOTTE HARRIS

Investment Accountant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles
🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Seeking an Investment Accountant role to leverage two years of experience in managing investment portfolios and analyzing financial data. Proven ability to prepare accurate financial statements and reports while ensuring compliance with accounting standards. Eager to contribute analytical skills and attention to detail to enhance financial operations.

WORK EXPERIENCE

Investment Accountant 📅 Apr / 2024-Ongoing
Quantum Solutions LLC 📍 Phoenix, AZ

- 1. Managed debt securities valued at approximately \$2.5 billion, ensuring accurate financial tracking and reporting.
- 2. Conducted thorough analysis of daily and monthly financial statements related to investments.
- 3. Exercised independent judgment in evaluating investment performance and compliance with accounting standards.
- 4. Researched and applied relevant accounting guidance for accurate investment reporting.
- 5. Prepared investment-related sections of annual reports, collaborating with internal and external auditors.
- 6. Acted as the liaison between departments to fulfill reporting needs and enhance financial transparency.
- 7. Assisted in the preparation of financial forecasts and budgets for investment activities.

Investment Accountant 📅 Apr / 2023-Apr / 2024
Cactus Creek Solutions 📍 Phoenix, AZ

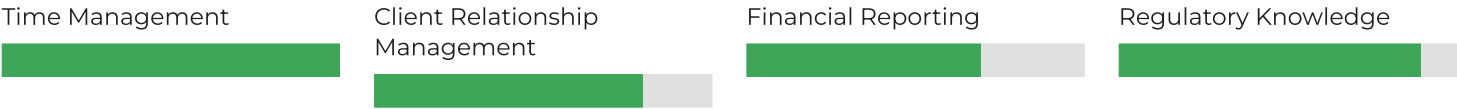
- 1. Reviewed financial statements, analyzing investment income, expenses, and gains/losses on a monthly basis.
- 2. Reconciled variances between general and subsidiary ledgers, maintaining GAAP and STAT compliance.
- 3. Created detailed spreadsheets to identify investment trends and develop forecasts for strategic planning.
- 4. Responsible for reconciling cash and investment accounts, ensuring accuracy post journal entries.
- 5. Managed investment activity reporting for nationally located insurance subsidiaries.
- 6. Prepared daily investment activity reports and journal entries for general ledger accuracy.

EDUCATION

Bachelor of Science in Accounting 📅 Apr / 2022-Apr / 2023
University of Pittsburgh 📍 Chicago, IL

Focused on financial accounting, investment analysis, and compliance.

SKILLS



ACHIEVEMENTS

- 🌟 Improved investment reporting accuracy by 15% through meticulous financial analysis.
- 🌟 Streamlined reconciliation processes, reducing discrepancies by 20% over six months.
- 🌟 Developed and implemented a new tracking system for investment income, enhancing reporting efficiency.