

ROBERT SMITH

Senior Accounting Analyst (Corporate)

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2+ years of experience as a Sr.Accounting Analyst. Self-motivated, detailed oriented professional who can reconcile balance sheets, analyze financial statements, and lead discussions through oral and written communication. Advanced Microsoft Excel user with knowledge of using VLOOKUPS and Pivot tables. A qualified leader who can empower others to succeed.

MARCH 2018 - PRESENT

SENIOR ACCOUNTING ANALYST (CORPORATE) - BANK OF NEW YORK MELLON

- Converting clients mutual funds and investment information from their accounting platform to our eagle star accounting platform.
- Reviewing income statement discrepancies by analyzing financial reports to draw conclusions.
- A coherent knowledge of accounting principles and how to reconcile a balance sheet.
- Performing functions within Microsoft Excel to formulate data in an efficient manner.
- Providing guidance to a group of associates to help them solve problems and improve on accounting concepts.
- Establishing a leadership role arranging and confirming associates had access to perform their duties.
- Validating associates work and provided commentary for constructive feedback.

JULY 2016 - MARCH 2018

INVESTMENT FUND ACCOUNTANT - BANK OF NEW YORK MELLON

- Configure through Microsoft Excel computing the daily nav and reporting cash for funds.
- Verify current day sells, buys, dividends, tax reclaims, and interest amounts for accounts.
- Execute daily and monthly reconciling duties on domestic and foreign funds.
- Perform weekly and daily functional task for the equity fund accountant team.
- Post manual journal entries to the general ledger for miscellaneous income and expense entries.
- Analyze multiple funds working trial balances for specific daily amounts.
- Monitor and adjust cash balances throughout the day to provide correct monetary value.

EDUCATION

Master Of Business Administration in Business Administration - January 2016(Slippery Rock University - Slippery Rock, PA)Bachelor Of Science in Finance - May 2014(Slippery Rock University - Slippery Rock, PA)

SKILLS

MS Office, Problem Solving, Oracle, Eagle Star, Time-management, Dependability, Communication, Self-confidence, Empowering Others, Bloomberg Terminal, Analytical, Decision-making, Adaptability, Interpersonal, And Team Leadership.