
FINANCIAL REPORTING ANALYST RESUME

Job Objective:

To secure a position as Financial Reporting Analyst with a well established organization.

Highlights of Qualifications:

- Excellent analytical and critical thinking skills
- Ability to handle several tasks and demands simultaneously
- Sound knowledge of ERP reporting
- Proficient with PeopleSoft (nVision), Hyperion, and Cognos
- Ability to provide analytical review to determine trends based on analysis of historical financial reporting
- Ability to track record of effectively communicating financial conditions.

Proficient in Microsoft Office – Excel, Visio, PowerPoint, Project, Word and Access

Professional Experience:

Financial Reporting Analyst
Madison Gas and Electric, San Diego, CA
August 2005 – Present

- Worked extensively in preparation of monthly forecast of revenues.
- Assisted in preparation of monthly forecast of expenses.
- Prepared and developed reports of monthly expenses by cost center.
- Maintained and handled Hyperion reported financial data.
- Provided proficient information and schedules as requested by auditors.
- Uploaded and maintained changes in revenue and expense forecasts to corporate system.

Financial Reporting Analyst
Ketchum Inc., San Diego, CA
May 2000 – July 2005

- Prepared, distributed and consolidated monthly reporting package and related budget data.
 - Prepared and developed detailed ad-hoc financial reports for management and parent company.
 - Created and maintained standard reporting layouts and queries from core financial systems.
 - Assisted with testing for financial system upgrades.
 - Analyzed and determined monthly profit center statements, comparing actual costs to plan costs, and investigating any variances.
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Education:

Bachelors Degree in Accounting
University of California, Berkeley, CA

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