
Financial Reporting Manager Resume

Job Objective

Educated and qualified Financial Reporting Manager seeks position in a rising company where I can grow and become an asset.

Highlights of Qualifications:

- Experience in maintaining public accounts for financial services and preparing reports
 - Thorough knowledge of PeopleSoft
 - Operational knowledge of Microsoft Office suite
 - Ability to manage multiple projects as per deadline
 - Ability to work on matrix environment
 - Sound financial modeling skills
 - Skilled to resolve all issues efficiently
 - Proficient in communication with all departments
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Professional Experience:

Financial Reporting Manager
Duke University, Minneapolis, MN
October 2008 – Present

- Planned audit process on annual basis and prepared statements.
- Managed all communication with internal and external auditors.
- Designed effective work schedule according to GAAP.
- Developed funding strategies and prepared reports.
- Analyzed and recommended enhancements to financial data reports.
- Administered centralized debt management activities as per requirement.
- Monitored data and ensured accuracy.
- Performed research and identified appropriate software applications.

Financial Reporting Specialist
UBS, Minneapolis, MN
August 2003 – September 2008

- Performed settlement for all company receivable and payable balances.
- Provided assistance to tax department on various subsidiary activities.
- Monitored monthly reconciliation and provided certifications.
- Evaluated financial statement figures and associate footnotes.
- Monitored ledger control reports and performed reviews.
- Administered account data against static data and ensured balance.

Financial Reporting Analyst
W. A. Hynes and Company, Inc., Minneapolis, MN
May 1998 – July 2003

- Managed communication with client development team.
 - Analyzed projects and ensured achievement of objectives.
 - Performed review of all client presentations.
 - Monitored client profitability reporting process per month.
 - Designed and executed efficient portfolio strategies.
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Education:

Bachelor's Degree in Business – Finance
Lebanon Valley College, Annville, PA

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