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## Portfolio Accountant Resume

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### Job Objective

Seeking a Portfolio Accountant position in a leading accounting firm.

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### Highlights of Qualifications:

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- Certified accountant with strong experience in the portfolio and fund accounting
  - In-depth knowledge of domestic and global fixed income securities
  - Strong knowledge of portfolio accounting, bank reconciliation, and loan accounting
  - Sound knowledge of MS Office applications
  - Excellent follow-up and problem solving skills
  - Strong analytical, problem solving and organizational skills
  - Demonstrated leadership skills
  - Amazing ability to communicate effectively with internal and external business partners
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### Professional Experience:

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Portfolio Accountant, August 2005 – Present  
Ted Elliott & Associates, Wheaton, IL

- Monitored daily securities and trade settlement activities.
- Monitored cash flow and availability to prepare portfolio account.
- Created and verified monetary statements.
- Prepared proofs of account balances, researching, resolving and documenting exceptions.
- Monitored and reported overdrafts to the Account Manager.

Portfolio Accountant, May 2000 – July 2005  
Driehaus Capital Management, Wheaton, IL

- Reconciled and valued all assigned accounts accurately.
  - Ensured accurate and timely calculation of account returns.
  - Produced accurate and timely accounting reporting that meets all requirements agreed to with internal and external stakeholders.
  - Identified areas of process improvements and developing solutions.
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### Education:

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Bachelor's Degree in Accounting, Drexel University, Philadelphia, PA

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