

Jonathan Doe

Certified Accountant

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EXPERIENCE

Professional CPA with over three years of experience managing accounts following accounting best practices to ensure healthy financial performance of the firm.

Sinclair Broadcast Group, Hunt Valley

April 2013 to Present

Accountant

- Prepared time sensitive footnotes (which included preparing financial statements) and items for annual 10-K, quarterly 10-Q and proxy to be filed with the Securities and Exchange Commission in order to maintain filing status and subsequently maintain financial operations
- Created Board Book for Board of Directors under the supervision of the Controller and Director of Financial Reporting
- Prepared consolidated film and fixed asset roll forwards for 61 stations, 9 subsidiaries and 1 parent company, and analyzed and explained any material differences
- Ensured that work papers were prepared monthly and quarterly in accordance with Generally Accepted Accounting Principles, internal control policies and SOX regulations
- Performed analysis of film revenue/payments and NRV (Net Realizable Value) Reports
- Used Oracle financial management system and Microsoft Excel and Word to create reports and perform account analysis

Trans Health, Sparks

January 2012 to April 2013

Junior Accountant

- Analyzed and interpreted financial data on income statements and made recommendations on how to control cost.
- Helped develop training manual and designed PowerPoint presentation for new accrual process.
- Trained new Business Office Managers and A/P persons at facility on accounting procedures.
- Performed account analysis to ensure that expenses were coded correctly for reimbursement purposes.
- Prepared and evaluated cost versus revenue for patients to help marketing develop a target market.

EDUCATION

Villa Julie College

2011 to 2012

Masters in Forensic Accounting (GPA:3.59)

- Awarded the Honour Badge for being a consistent performer

Notre Dame College

2008 to 2011

B.Sc Accounting (GPA: 3.7)

- Graduated in the top 10% of class