

# Resume Sample for position «Associate Controller»

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## **Irving Vandervort**

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#### **EXPERIENCE**

#### MSS FNA-ATR ASSOCIATE CONTROLLER

Phoenix, AZ

07/2016 - present

- Performance Management
- Ensure various control check in process and assist auditors during audit
- Manage and act in complex situations
- Prepare weekly/monthly process overviews and review with Accounting Manager and his BU Shore base & HQ counterpart
- Budget minded with strong focus on cost management
- Acts proactively, has right level of focus on controls and possesses a flair for the financial numbers. Also, acts as a backup of the ATR Lead / Manager
- Ensuring book closure on timely with accuracy

### 02/2010 – 03/2016 ASSOCIATE CONTROLLER, ATR

Phoenix, AZ

- 6) Engage with the Onsite Head Quarters Finance team for monthly cost sign-off by providing explanation for management reporting
- 3) Ensure Quality and conduct performance analysis and suggest improvements areas for implementation
- 7) Adherence to RICC control framework perform secure submission on monthly basis
- 4) Perform detailed analysis and provide explanations/ drivers for
- 9) Perform Bank Clearing and Reconciliations on a daily basis
- 3) Ensure all necessary controls and compliance checks are performed on periodic basis and duly signed
- 4) Perform Balance Sheet reconciliation and initiate follow-up on the open items

#### 08/2007 - 09/2009

#### ASSOCIATE CONTROLLER

Dallas, TX

- Managing and directing the accounting and control activities related to the above areas
- Supporting testing of Consumer Banking technology enhancements with consumer impact
- Following up with the parties and interacting with various stakeholders
- Assessing transaction activity for proper accounting treatment
- Support manager and corporate accounting with external reporting
- Responsible for the month-end close process, including the following
- Propose solutions to complex accounting issues confronting Chase Card Services

#### **EDUCATION**

#### SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

**Bachelor's Degree in** Accounting

#### **SKILLS**

- Excellent communication skills and strong interpersonal skills
- Demonstrate high attention to detail, with excellent written and verbal communication skills
- Proven ability to take initiative, work highly independently and handle multiple projects simultaneously
- Demonstrated ability to lead a group of professionals
- Excellent relationship management abilities; the ability to manage through influence and persuasion at all levels of an organization
- Strong knowledge of the Microsoft Office suite: Excel, Access, Word, Power Point,
- Excellent verbal and written communication skills
- Knowledge of enterprise resource planning and accounting systems
- Expertise in analysis and report presentation. Strong quantitative and financial reporting skills
- Develop and maintain a full-scale reconciliation process between the general ledger, BPC, and FDW. Includes making BPC adjustments, running reports, and assisting with ad-hoc research, etc