



Evan Carter

Financial Accounting Assistant

Financial accounting assistant with 10 years of experience in corporate finance support, financial forecasting, and compliance reporting. Proficient in managing cross-departmental data consolidation, preparing quarterly financial analyses, and supporting budget oversight for large corporate accounts. Skilled in identifying reporting discrepancies, maintaining regulatory compliance records, and collaborating with senior finance teams to ensure timely, accurate financial outputs.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 Houston, TX

KEY SKILLS

- Corporate financial forecasting and analysis
- Budget preparation and variance reporting
- Compliance record maintenance (multi-regulatory)
- General ledger reconciliation and journal entries
- Cross-departmental financial data consolidation
- Cash flow analysis and monthly trend reporting
- Expense report processing and spending analysis
- QuickBooks, NetSuite, and Microsoft Excel (advanced)
- Audit support and financial documentation preparation

PROFESSIONAL EXPERIENCE

February 2018 - Present

Financial Accounting Assistant | Summit Financial Group | Houston, TX

- Prepared quarterly financial forecasts for a \$10 million corporate account, implementing a revised modeling template that increased reporting accuracy by 20%
- Supported the finance team in managing budgeting and variance analysis across 6 cost centers, producing monthly reports that informed \$500,000 in spending decisions
- Maintained compliance documentation for 4 regulatory agencies, ensuring zero late submissions across 7 consecutive fiscal years
- Reconciled accounts across 10 departments monthly, resolving discrepancies within 24 hours on average and reducing month-end carry-forwards by 30%
- Assisted in preparing auditable financial statements for 3 annual external reviews, consolidating supporting schedules that reduced auditor inquiry time by 35%
- Processed and analyzed 100+ expense reports per quarter, identifying \$25,000 in non-compliant spending over 2 years through systematic trend monitoring

April 2015 - January 2018

Accounting Associate | Greenline Enterprises | Houston, TX

- Assisted in managing cash flow analyses for 8 business units, producing monthly reports that supported senior management budget reallocation decisions
- Reconciled accounts across 12 departments, resolving discrepancies within a consistent 24-hour turnaround and contributing to clean quarterly close outcomes
- Processed expense reports for 50+ employees monthly, monitoring spending trends and flagging variances exceeding budget thresholds by 10%
- Supported annual audit preparation by consolidating 3 years of financial documentation, reducing external auditor setup time by 1 full day

EDUCATION

Bachelor of Business Administration, Accounting

University of Houston, Houston, TX | - May 2015

CERTIFICATIONS

Certified Management Accountant (CMA) , IMA , October 2018

Financial Modeling & Valuation Analyst (FMVA), CFI, February 2019