**Ronald M. Hurley**

2289 Spinnaker Lane

Sterling, IL 61801

Phone: 815-172-9103

Email: ronald.hurley@anymail.com

**Job Objective:**

CMA certified and highly skilled Management Accountant with over 6 + years of experience in managing company account. Capable of handling accounting transactions, reviewing financial documents, and solving discrepancies. Effective communicator, and ability to gel well with the team to completing tasks within deadlines for maximum client satisfaction.

**Summary of Skills:**

* Strong knowledge of generally accepted accounting principles (GAAP), Fiscal Rules, Federal Regulations, and standard policies
* Capable of preparing accurate reports on account payable, account receivable, financial statements, and balance sheet reconciliation
* Comprehensive knowledge of auditing procedures, accounting transaction practices, maintaining balance sheets
* Adept at interpreting, analyzing financial reports, and drafting financial statements
* Strong analytical and problem solving skills
* Excellent in written and verbal communication
* Exceptional leadership qualities and ability to handle pressure situations

**Work Experience:**

Certified Management Accountant

Warby Parket Enterprises, Sterling, IL

December 2016 – Present

* Assisting and supporting financial manager in reviewing monthly financial reports, and identifying and resolving discrepancies
* Collaborating with the accounting team to solve issues with P&L, balance sheets, and other financial documents
* Working with other accountants to manage the client relations, and ensuring monthly reconciliations as needed
* Conducting regular meetings to ensure that all new clients completely understood the on-boarding process and establishing the relevant accounting to support their business
* Coordinating with the Finance operations team to ensure all the processed transactions are accurate
* Assisting finance assistants and other personnel to ensure all accruals, accounts payable, account receivable, journals are updated

Management Accountant

Moraine Valley Services, Sterling, IL

April 2013 – November 2016

* Initiated and developed appropriate methods of forecasting for business clients to ensure timely delivery of budgetary plans to them
* Presented performance analysis of actual results versus standard results to the senior management on a regular basis to help in making concrete and solid decisions
* Coordinated with team to support and provide monthly financial forecasting reports by properly analyzing and interpreting cost reports
* Supervised accounting staff, controlled and monitored budget, and prepared forecast
* Oversaw monthly closing activities to ensure journals are correctly posted
* Maintained balance sheets for more than 150 clients to ensure they are timely reconciled as required

Junior Accountant

Friedkin & Affiliated Companies, Sterling, IL

September 2010 – February 2013

* Reviewed journal entries in the accounting ledgers, and ensured accuracy and completion of records
* Updated account payable, account receivable, and recorded business transactions
* Coordinated with the team and assisted to process balance sheets, income statements, and other financial documents as per the company policies
* Collaborated with the data entry team to update financial data in databases, and ensured that the information is accurate as well as immediately acquired when required
* Assisted senior accountant in annual closings by preparing concise reports

**Education:**

* Master's Degree in Finance
University of Illinois, Sterling, IL
2010
* Bachelor's Degree in Accounting
University of Illinois, Sterling, IL
2008

**Certifications:**

* Certified Management Accountant, 2015
Certified Public Accountant, 2011

**Reference:**

On request.