**Robert M. Hackel**

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**Job Objective:**

A highly competent and CPA certified chief accountant looking for an opportunity with an organization to use my expertise in analyzing financial reports, preparing balance sheets, and solving accounting operations issues.

**Summary of Skills:**

* Sound knowledge of the general accounting principles (GAAP), reconciliations, financial summary statements, and revenue forecasting
* Working knowledge of various accounting software like QuickBooks, GnuCash, SAP ERP and G Suite
* In-depth understanding of month-end account closing, including preparation of financial statements, verifying journal entries, and identifying discrepancies in entries
* Capable of utilizing critical thinking and performing adequate research for analyzing business account
* Team player with strong organizational, time management and communication skills

**Work Experience:**

Chief Accountant

Four Seasons Incorporation, Los Angeles, CA

March 2016 – Present

* Assisting the Director of Finance and other senior executives in overseeing financial documents, and making strategic implementations
* Preparing financial statements, managing accounting transactions, reviewing general ledger functions, and administering strict timeline for tasks
* Performing reconciliations of accounting ledgers, and assisting in preparation of statutory filing
* Guiding accounting staff by coordinating activities, answering questions, and resolving discrepancies for critical customer issues
* Holding monthly departmental meetings with the accounting staff to ensure open communication, and addressing issues faced by the team
* Supervising daily accounting operations, including account payable, account receivable, deposits, and wire transfers, and checking bank statements

Accountant

BlackLine Financial Services, Los Angeles, CA

December 2014 – February 2016

* Analyzed and audited financial data, including transactions, coding, records of more than 10 clients per week for identifying variations in profit-loss statements
* Prepared monthly internal balance sheet and income statements to provide accurate and timely information to the senior management, and external auditors
* Coordinated with the accounting team to prepare quarterly financial statements and reports to help auditors for analysis
* Ensured compliance of internal financial accounting procedures and policies in compliance with GAAP
* Prepared all necessary journal entries to calculate monthly and final closeouts of accounting periods
* Reviewed, read and summarized key terms in loan related agreements, operating records, and other documents before sending it for approval to senior management

Entry-Level Accountant

Accel Industries, Los Angeles, CA

August 2013 – November 2014

* Participated in client meetings along with supervisors to address issues related to the monthly financial operations
* Assisted in performing monthly closing procedures and reviewed various transactions like account payable, and account receivable
* Performed reconciliations of general ledgers to ensure timely resolution of issues
* Compiled and analyzed available financial information for the entries in the database, including general ledger accounts
* Documented large business transactions to review and identify discrepancies in quarterly financial summary statements
* Performed reconciliations for accounting transactions by following accounting principles (GAAP), federal regulations, and company policies
* Answered clients' queries over mail or phone calls, and assisted to maintain long-term business relations with 200+ clients

**Education:**

* Master's Degree in Accounting
University of Southern California, Los Angeles, CA
2011
* Bachelor of Science in Accounting
University of Southern California, Los Angeles, CA
2009

**Certifications:**

* Certified Public Accountant, 2015 2012

**Reference:**

On request.