

## EDUCATION

### **West Chester University of Pennsylvania, West Chester, PA**

**Bachelor of Sciences, Department of Accounting & Department of Finance; Minor: Philosophy**

May 2013, completion of 150 credits, AACSB accredited

Major GPA: 3.46, CPA Candidate

## ACCOUNTING & FINANCE RELEVANT WORK EXPERIENCE

### **Untracht Early, LLC - Family Office and Business Support Services**

Client Service Accountant, Florham Park, NJ

October 2013- Present

- Industry experience includes: Hedge Funds, Private Equity, Personal Use Assets, Real Estate, and Trusts
- Review and implement the monthly close process and preparation of Financial Statements
- Maintain client relationships by communicating directly with clients, their staff, and external parties
- Preparation of 1040, 1120, 1041 and 1065 returns
- Manage and review staff performance on engagements to enhance efficiency and effectiveness of work performed.
- Responsible for billing and time management of assigned clients
- Develop and implement accounting and financial procedures within the department

### **Accountant**

Pagani & Wylam CPAs, West Chester, PA

January 2013- October 2013

- Local, State and Federal tax planning and preparation
- Personal and corporate returns
- Month-end and year-end preparations and financial statements
- Bookkeeping maintenance using various accounting software
- Adjusting and Year-end journal entries

### **Staff Accountant**

RSD & ICD Systems/ Profound Technologies, Exton, PA

April 2012- January 2013

- On site bookkeeper using QuickBooks software
- Prepare cash flow analysis weekly and monthly
- Accounts payable and accounts receivable management including payroll
- Month-end and year-end preparations and financial statements
- Local, State and Federal tax planning and preparation
- Meet with Vice President weekly and discuss accounting issues

### **Financial Coordinator**

Bradford Media Group, LLC, West Chester, PA

July 2011- April 2012

- On site bookkeeper using QuickBooks software
- Financial Statement preparation
- Tax planning and preparation
- Budget preparation and implementation by analyzing cash flows
- Human resources involving employee and partner benefits
- Accounts receivable and accounts payable management including payroll

## RELEVANT ACCOUNTING & FINANCE SKILLS

ProSystem fx Tax, ProSystem fx Engagement, UltraTax, BNA Income Tax, QuickBooks,

Microsoft Excel, Microsoft Word, HTML, MAC and PC literate

Strong editing and writing skills

Organized, reliable, results-oriented, team player

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## ACTIVITIES

### **Women's Rugby, West Chester University**

NCAA Division I

- Collaborate with team of 45 girls every fall and spring athletic season

August 2008- August 2012

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