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## OBJECTIVE

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I am looking for a challenging career opportunity utilizing my accounting education, skills and experience for the benefit of the company as well as for personal growth and professional improvement.

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## EXPERIENCE

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New York Construction Associates, LLC

2012 - 2014

Bookkeeper/ Office Manager

- Received and validate all incoming invoices for payment and posting.
- Prepared and distributed weekly payroll. Prepare and file quarterly and annual payroll tax returns, prepare and process 1099's and W-2's.
- Prepare and file sales tax returns.
- Create and maintain various Excel spreadsheets.

Diamond Imports Inc.

2003-2009

Bookkeeper

- Proficiently managed all accounting transactions via QuickBooks, with responsibilities spanning account payable and account receivable, including invoice processing and billing, and control of all outstanding balances to ensure prompt payment.
- Prepared and distributed weekly payroll.
- Effectively handled banking functions, from bank reconciliations through deposits and account postings; additionally entrusted with controlling petty cash.

Crismark Jewelry Inc.

2002-2003

Bookkeeper

- Steered full-scope accounting activities including account payable, account receivable, weekly/monthly/quarterly billing, and bank reconciliations through employee payroll calculation, posting and distribution; efficiently managed transactions using QuickBooks.
- Concurrently contributed strong administrative skills toward managing office operations, from inbound phone management and files maintenance.

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## EDUCATION

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*NYU-SCPS*

Certificate in Forensic Accounting, present

*Baruch College New York City, NY*

Bachelor of Business Administration, 2011

Major: Accounting, Major G.P.A.:3.3; Overall G.P.A.:3.1

Double Minors in Mathematics and Economics & Finance

*Queensborough Community College Bayside, NY*

Associate Degree in Applied Science in Business Administration, 2003

Major: Accounting

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## RELEVANT SKILLS

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- Completed Income Tax preparation training organized by The Tax Training School of H&R Block.
- Knowledge of accounting programs (QuickBooks and Peachtree).
- Knowledge in computer language C++.
- Proficient in Microsoft Office (MS Excel, Access, Word,).

## Julie Li

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### PROFESSIONAL EXPERIENCE

#### **SS&C Technologies, Inc.**

New York, NY  
3/2013 – Present

##### **Senior Fund Accountant; Private Equity Investments Solutions**

- Responsible for preparing work-papers package (including booking journal entries, posting to general ledger, and allocating expenses, realized and unrealized gains/losses) for deadline driven quarterly and annual consolidated GAAP financial statements including footnotes and Capital Account Statements for each Limited Partner for various PE Funds and multiple related Alternative Investment Vehicles and Holding Companies
- Calculate and prepare capital call and distribution schedules and letters for various Funds
- Calculate and maintain management fee schedules, management fee offset schedules and capital roll-forwards and investments roll-forwards
- Assist Controllers and CFOs of various Funds on ad-hoc projects such as audit-related matters, investor requests and various reconciliations
- Implement new clients, new funds and new entities of existing clients to The Next Round (TNR) accounting platform
- Assist in the drafting of workpapers and financial statements, hypothetical waterfall calculations, capital calls and distribution templates for new clients
- Maintain client specific TNR xTranet Portal to ensure all fund communications are current and accessible to the Limited Partners
- Maintain clients' relationship to ensure satisfaction is met and produce solutions for all their current needs
- Train, manage, review and provide feedback on the work of one staff fund accountant

#### **JP Morgan Chase & Co. /JP Morgan Asset Management**

New York, NY  
2/2009 – 3/2013

##### **Associate; Private Equity Fund Accountant, Bear Stearns Asset Management**

- Managed daily operations for six Heritage Bear Stearns Private Equity Funds
  - Calculated, reconciled, and assisted in the preparation of notices for capital calls and distributions for funds
  - Calculated quarterly management fees
  - Monitored and managed cash, fund investments, processed trade settlements and paid operating expenses
  - Reviewed annual and quarterly financial statements, workpapers, and partners capital account summaries prepared by fund administrators to ensure accuracy and provided investors with fund performance and the value of their investment in the fund
  - Coordinated with external auditors for year-end audits providing audit package, support, and documentation
  - Managed relationship with underlying fund sponsors to ensure the timely receipt of quarterly financial statements, capital call/distribution notices, and other pertinent financial information
  - Respond to audit confirmations and ad-hoc investor requests in a timely manner
- Managed the daily capital calls and distributions operation for 200+ clients in thirty-five JPMorgan Private Bank PE Funds
- Maintained Private Equity Fund of Funds (PEFoF), an internal investment management database, which houses information for all 36 Heritage BSAM PE Funds such as brokers, limited partner contacts, capital calls/distributions since inception and historical and current values for all limited partners
- Quarterly testing and submission of a Control Self Assessment (CSA) report of BSAM's internal controls to ensure business is in compliance with all policies and procedures in place, thereby diminishing risks of the business and/or the company
- Self-Taught and trained three teammates on the new Order-To-Pay, a web-based accounts payable application to process fund expenses electronically

##### **Internal Audit Analyst, Treasury & Securities Services**

2/2008-2/2009

- Conducted all phases of an audit (Planning, Fieldwork, Reporting) on the following four businesses within Treasury & Securities Services: Private Equity Fund Services, NY Securities Lending, Boston Fund Services, Hedge Fund Services, and Anti-Money Laundering
- Led one-on-one client meetings and documented key business processes to fully achieve the understanding of strengths and weaknesses of the business
- Selected samples and designed specific test steps to gauge the effectiveness of controls and identify any deficiencies within the business
- Tracked and monitored businesses' internal controls using Phoenix system and other metrics

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### EDUCATION

#### **Syracuse University, Martin J. Whitman School of Management**

Syracuse, NY

Bachelor of Science, December 2007

Major(s): Accounting/CPA; Finance; Honor Roll; Major GPA: 3.3/4.0



From The Desk Of Warren S. Gurtman

**ADDITIONAL INFORMATION**

**Technical:** TNR (The Next Round) Accounting Database, TNR xTranet Portal, Intralinks Filesplit, Proficient in Microsoft Office (Excel, Word, PowerPoint), Rumba CICS Mainframe, Bloomberg (basic), Lotus Notes, Adobe Photoshop, Adobe Acrobat Pro

**Languages:** Fluent in conversational Cantonese

