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# MICHAEL CARTER

## Assistant Controller



(404) 789-1234



michael.carter@email.com



Atlanta, GA

### Education

#### Bachelor's in Finance, Georgia State University | Atlanta, GA

Graduated: May 2015

#### Certified Public Accountant (CPA) (In Progress)

Expected: 2025

### Skills

Financial reporting & reconciliations



Budgeting & variance analysis



Internal audits



GAAP & SOX compliance



Accounts payable/receivable



QuickBooks & NetSuite



Financial forecasting



Month-end closing procedures



Process improvement



Analytical problem solving



### Professional summary

Analytical Assistant Controller with experience in financial reporting, budgeting, and audit preparation. Skilled in improving financial processes, managing reconciliations, and supporting senior leadership in financial decision-making.

### Experience

#### Southern Tech Solutions

2019 - Now

Atlanta, GA

#### Assistant Controller

- Assist in preparing monthly and quarterly financial statements for a \$200M company, ensuring accuracy and compliance with regulatory standards.
- Conduct month-end closing procedures, identifying discrepancies and resolving them, ensuring all financial records are accurate and complete.
- Manage internal audit processes, collaborating with external auditors to streamline year-end audits and ensure timely reporting.
- Support senior leadership in budgeting and financial forecasting, contributing to a 12% reduction in operational costs across departments.

#### Brightview Financial

2015 - 2019

Charlotte, NC

#### Senior Accountant

- Managed AP/AR processes, payroll, and bank reconciliations for a mid-sized firm with \$50M in revenue, ensuring smooth financial operations.
- Implemented an automated reporting system, reducing processing time by 40%, and improving reporting accuracy.
- Conducted variance analysis and collaborated with department heads to adjust budget forecasts, ensuring financial targets were met.
- Worked closely with the finance manager to ensure compliance with federal tax regulations and maintain financial accuracy.