



Joon Miller

📞 (217) 555-1234 ✉️ joon.miller@example.com

🌐 linkedin.com/in/joonmiller 📍 Springfield, IL 62704

SUMMARY

Results-driven accountant with over four years of experience in portfolio accounting and financial analysis. Skilled at managing multiple relationships while ensuring compliance with Generally Accepted Accounting Principles. Proven track record in preparing comprehensive financial statements, conducting audits, and improving reporting processes. Strong communicator, adept in leveraging Microsoft Office tools for efficient accounting tasks. Excited to contribute expertise to a new role dedicated to delivering top-notch accounting services and fostering positive investor relations.

EXPERIENCE

Fund Accountant

June 2022 - Present

Capital Fund Services

Chicago, IL

Overseeing the financial management for various client portfolios within a leading fund administration firm. This role ensures adherence to GAAP while enhancing investor transparency and engagement through detailed reporting.

- Serve as the principal accountant for diverse client portfolios, ensuring exact compliance with GAAP standards in all financial reporting activities.
- Implement processes to calculate and report net asset values accurately, improving information flow to investors and advisors.
- Manage reconciliation for investor contributions and withdrawals promptly, enabling precise financial transparency and trust.
- Prepare comprehensive financial statements along with relevant audit schedules, contributing significantly to successful external reviews.
- Work collaboratively with team members on expensing analysis to uncover cost-saving opportunities and streamline operations.
- Utilize Excel functions extensively to optimize reporting timelines and maintain accuracy throughout financial documentation.

Junior Accountant

January 2020 - May 2022

Wealth Strategies Group

Peoria, IL

Provided crucial support in maintaining portfolio accounting records within a dynamic wealth management environment while focusing on enhancing operational efficiencies.

- Assisted in maintaining meticulous portfolio accounting records with a priority on prime financial precision in reports.
- Supported calculations of fund profits alongside facilitating timely distribution of investor statements, enhancing client relations satisfaction.
- Engaged actively in preparing required audit schedules to promote compliance with statutory regulations, assuring smooth audits.
- Conducted thorough analyses of expenses, revealing potential improvements to enhance operational workflows and reduce costs.
- Leveraged Microsoft Office tools proficiently for optimized data management and elevated accuracy in financial reporting.
- Developed strong fiduciary relationships with clients, setting a standard for responsiveness and reliability in service delivery.

LEADERSHIP & AWARDS

- Recipient of the Rising Star Award for exemplary performance and dedication in accounting responsibilities.
- Achieved recognition for streamlining reporting processes resulting in quicker turnaround times.

EDUCATION

Bachelor's Degree in Accounting

2020

University of Illinois at Urbana-Champaign GPA: 3.7

Urbana-Champaign, IL

Coursework: Financial Reporting, Cost Accounting, Corporate Finance, Auditing

CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2023
- Chartered Financial Analyst (CFA) 📅 2025

TECHNICAL SKILLS

- **Accounting Standards:** GAAP, IFRS, ASC 606
- **Reporting Tools:** QuickBooks, SAP, Oracle
- **Financial Calculators:** Excel, SPSS, R

- **Project Management Tools:** Trello, Asana, Monday.com
- **Communication Tools:** Slack, Zoom, Microsoft Teams
- **Data Visualization:** Tableau, Power BI, SAS
- **Compliance Frameworks:** SOX, SEC Regulations, IRS Guidelines
- **Payment Processing Systems:** ACH, Wire Transfers, EFT
- **Risk Assessment Tools:** Spotlight, RiskMetrics, Protiviti
- **Tax Preparation Software:** TurboTax, H&R Block, Drake Tax

SKILLS

- Fund Accounting
- Investor Relations
- Net Asset Valuation
- Performance Metrics
- Financial Reporting
- Expense Management
- Trend Analysis
- Process Improvement
- GAAP Compliance
- Regulatory Compliance
- Portfolio Management
- Stakeholder Engagement
- Microsoft Excel
- Audit Preparations
- Data Entry

PROFESSIONAL AFFILIATIONS

- Member of the American Institute of CPAs (AICPA) focused on professional growth.
- Active participant in the local chapter of Certified Public Accountants leadership initiatives.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST