

Lucas Munoz

Specialist Fund Accountant

 (321) 555-1234

 lucas.munoz@email.com

 linkedin.com/in/lucas-munoz

 Orlando, FL 32801

STRENGTHS

-  **Analytical Problem Solving**
Consistently identifies and resolves issues within financial reports, earning confidence from management.
-  **Effective Communication**
Built strong client relationships through transparent communication about financial trends and concerns.
-  **Team Collaboration**
Promoted teamwork by mentoring juniors and facilitating knowledge sharing among peers.
-  **Process Improvement**
Identified inefficiencies in accounting practices, resulting in optimized workflows and enhanced reporting accuracy.
-  **Client-Centric Focus**
Dedicated to understanding client needs, providing exceptional service that builds long-term partnerships.

SKILLS

- Fund Accounting

Financial ReportingData Analysis

Process Improvement

Client Relationship Management

Team Leadership

Problem Resolution

Compliance Standards

Reporting Standards

Workflow Optimization

Audit SupportDocumentation

Communication Skills

Portfolio Management

Record Management

SUMMARY

Detail-oriented Fund Accountant with over 3 years of experience in fund accounting and reporting. Proven expertise maintaining financial records, resolving discrepancies, and enhancing reporting. Collaborated closely with clients to support their objectives while driving team efficiency. Established effective data summarization processes that streamlined workflows and minimized errors. Led preparation of system-generated reports, ensuring comprehensive insights for stakeholders. Provided mentorship for junior accountants, fostering professional development within the team. Committed to achieving organizational goals through strategic contributions.

EXPERIENCE

Fund Accountant

Accounting Solutions LLC

 June 2023 - Present

 Orlando, FL

- Oversee daily accounting tasks for a portfolio of complex funds, consistently meeting regulatory standards and client needs. Enhance operational productivity by refining existing processes and implementing new protocols. Collaborate closely with clients to provide timely updates and effectively address inquiries. Lead report preparation, delivering analytical insights for internal stakeholders.
- Manage daily accounting and reporting tasks, ensuring compliance with regulations.
 - Analyze financial data to resolve discrepancies, boosting accuracy and client satisfaction.
 - Develop and implement streamlined data maintenance processes, improving team efficiency.
 - Lead efforts in preparing comprehensive system-generated reports for stakeholders.
 - Mentor junior accountants, reviewing tasks and fostering professional growth.
 - Maintain proactive communication with clients regarding financial activities.

Junior Fund Accountant

Capital Advisors Group

 April 2021 - May 2023

 Tampa, FL

- Supported senior accountants in preparing monthly financial statements and leading audit preparations. Contributed to efficient tracking of accounting records across various client portfolios. Involved in process reviews aimed at enhancing reporting systems and footings accuracy.
- Assisted in preparing financial statements, ensuring timely delivery to clients.
 - Supported maintenance of accounting records, focusing on accuracy and compliance.
 - Collaborated with peers to identify inefficiencies and suggest improvements.
 - Participated in discussions about financial performance during client meetings.
 - Engaged in team projects focused on system enhancements and reducing exposure.
 - Conducted audits of records to ensure compliance with industry standards.

LEADERSHIP & AWARDS

- Excellence in Fund Management Award, Accounting Solutions LLC, 2025
- Top Performer Recognition, Capital Advisors Group, 2022

EDUCATION

Bachelor's Degree in Accounting

University of Central Florida

 GPA: 3.8

 2026

 Orlando, FL

Coursework: Fund Accounting, Financial Reporting, Data Analysis, Tax Accounting

CERTIFICATIONS

- Certified Public Accountant (CPA) Candidate  2026
- Financial Accounting Fundamentals  2026

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Fund Accountant at Accounting Solutions LLC (3.2 Years)
- Junior Fund Accountant at Capital Advisors Group (2.1 Years)

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Financial Analysis Tools:** Excel, Tableau, Power BI
- **Data Management Platforms:** SQL, Access, Google Sheets
- **Reporting Systems:** Hyperion, Anaplan, NetSuite
- **Auditing Standards:** GAAP, IFRS, FASB
- **Project Management Tools:** Asana, Trello, JIRA
- **Compliance Frameworks:** SOX, COSO, SEC Regulations
- **Tax Preparation Software:** TurboTax, H&R Block, Drake Tax
- **Research Libraries:** CIRCL, Bloomberg Terminal, Mergent Online
- **Collaboration Toolkits:** Slack, MS Teams, Zoom

PROFESSIONAL AFFILIATIONS

- Member, American Institute of CPAs
- Volunteer, Orlando Community Fundraising Initiatives

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST