**Ellen Clark, MBA**

**Local to Orlando, FL**

**Summary**

* Coordinated and supported external audits, providing necessary documentation and responses to audit inquiries.
* Prepared and reviewed income statements, balance sheets, and cash flow statements, ensuring accuracy and compliance with accounting standards.
* Managed A/R, A/P, and G/L reconciliations; performed variance analysis for budget-to-actual comparisons.
* Audit support and leadership: Assisted external auditors and led special projects, showcasing ability to manage cross-functional tasks and provide audit-ready documentation.
* Researched, analyzed, and recommended implementations of new accounting standards and addressed accounting issues for compliance.
* Experience working with government agencies, regulatory filings, and ensuring adherence to financial reporting requirements.
* Led and supported projects that involved various departments, showing strong collaboration and communication skills.
* Responsible for overseeing the cash management function and ensuring financial data integrity.
* Handled complex reconciliations and audits with a focus on accuracy, identifying and resolving billing discrepancies efficiently.

**Education**

* Studying for Certified Internal Auditor Exam
* Master of Business Administration in Finance (2013), Webster University
* Bachelor’s degree in Accounting, University of Tampa

**Software**

* Quattro Pro, Lotus, Macola, DacEasy, Peachtree, Cost Point, Acumatica, Solomon, Maximo and Inventory Management systems, FIS, QuickBooks, Groupwise, Lotus Notes, Microsoft Office (Excel, Word, PowerPoint, Access, Outlook)

**Experience**

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| |  |  | | --- | --- | | **Tampa Electric (TECO)**  **Risk Control Analyst, Lead Fuels Accountant, Business Analyst, Senior Financial Reporting Analyst** | 1999 – 2006  Tampa, FL |  * Daily reporting of Natural gas trades * MTM Reporting and general summary * Monitored confirmations on all physical and financial gas trades * Monthly Closeout thru Completion of Financials, IS, BS, Cash Flows * Preparation of Annual Budget, monthly budget/actual comparisons * Create financial models for operational decision making * Preparation of data for Florida Public * Service Commission Filings and other Regulatory Agencies * Coordinate information for internal and external audits * Develop modify and maintain various Excel spreadsheets and MS Access queries and tables |