**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**

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| **Comtech Telecommunications Inc.****Senior Accountant (March 2024 – Nov 2024)*** Coordinates documents and responses for external auditors
* Monthly Closeout thru Completion of Financials, IS, BS, Cash Flows
* Monitoring of A/R, A/P, and G/L Reconciliations
* Prepare or Review monthly Bank Reconciliations
* Reconciliation of Intercompany receivable/payables

**Florida Municipal Power Agency (FMPA)****Senior Accountant/Auditor II/Treasury, Cash Management** (2019 – 2023) | 2007 – Oct 2023Orlando, FL |

* Researches, analyzes and prepares white papers recommending implementation on new accounting standards or addressing accounting issues, for FMPA implementation
* Coordinates documents and responses for external audit, other audits or inquiries and memorandums/reports
* Possess specialized skills to assume a supportive role, on an on-going basis, in other areas of the agency. Ability to lead special projects that are cross functional in nature
* Prepares accounting documents for inclusion in monthly and annually published financials; conducts budget to actual variance analysis and allocates costs in preparation of financial statements
* Responsible for Cash Management Function

**Auditor II** (2015 – 2019)* Creates and maintains spreadsheets for interpreting and analyzing billing from service provider; verifies billing components with supporting documentation and alternate source documents; ensures audit adjustments and billing corrections are properly implemented by service providers
* Prepares and researches audits of service providers; gathers and interprets supporting documentation and records from service provider; executes audits
* Assists agency's external auditors; provides worksheets, supporting data and necessary procedures for auditors; facilitates understanding for areas of confusion
* Fulfills management requests for information; undertakes special projects
* Communicates billing errors to Contracts and Audit Manager

**Assistant Controller** (2007 – 2015)* Preparation of Annual Budgets, analysis and monitoring
* Monthly Closeout thru Completion of Financials, IS, BS, Cash Flows
* Monitoring of A/R, A/P, and G/L Reconciliations
* Prepare or Review approximately 75 monthly Bank Reconciliations
* Preparation of reports to government agencies and financial institutions
* Preparation and Review of Information for External Auditors
* Assists Controller with ensuring all accounting data is entered timely and accurately; assist other accounting staff; provides training and resolves issues as necessary
 |
|

|  |  |
| --- | --- |
| **Tampa Electric (TECO)****Risk Control Analyst, Lead Fuels Accountant, Business Analyst, Senior Financial Reporting Analyst** | 1999 – 2006Tampa, 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
 |