

Eliana Rich

Finance Lead

📞 (614) 555-2847 ✉️ eliana.rich@example.com

🌐 linkedin.com/example/elianarich 📍 Columbus, OH 43215

STRENGTHS

- 📈 **Decision ready analysis**
Turned multiple financial sources into clear charts and narratives, giving managers confidence during recurring budget discussions.
- ✅ **Control focused review**
Caught coding, timing, and reconciliation issues before close; one recurring review became a trusted checkpoint for finance partners.
- 👥 **Practical supervision**
Assigned work, approved timesheets, and coached a financial analyst weekly, keeping close coverage steady during competing deadlines.
- 💡 **Clear financial communication**
Explained variance drivers in plain language for operating managers, making difficult budget conversations more useful and actionable.
- ⚙️ **Process improvement**
Replaced shadow reports with controlled extracts and templates, giving colleagues a cleaner path from transaction detail to reporting.

SKILLS

Financial Analysis Budgeting
Forecasting Financial Reporting
GAAP Variance Analysis
Internal Controls Data Analysis
Decision Making Problem Solving
Communication Organization
Confidentiality Staff Supervision
Customer Service

SUMMARY

Finance leader with five years of progressive accounting and financial analysis experience across service operations, operating budgets, forecasts, **month end close**, and management reporting. Leads consolidated **Profit & Loss** analysis, balance sheet support, cash flow schedules, **Accounts Receivable** reconciliations, journal entries, sub ledger reviews, **sales tax reporting**, and variance analysis. Converts information from multiple financial sources into clear narratives, scenarios, charts, and decision ready presentations for managers and finance leaders. Builds practical controls around accounting entries, reconciliations, budget commitments, and reporting workflows. Supervises financial staff through work planning, timesheet approval, coaching, and performance feedback. Brings a careful, collaborative approach to confidential data, competing deadlines, policy application, and process improvement. Ready to contribute dependable financial guidance across complex operating units.

EXPERIENCE

Senior Financial Analyst, Service Operations

Lakeview Hospitality Services 📅 July 2024 - Present 📍 Columbus, OH

Leads financial analysis, close support, reporting, forecasting, reconciliations, and staff supervision for dining, event, and facility service operations. Partners with managers and central finance leaders on accurate reporting, budget decisions, accounting controls, and repeatable workflows.

- Consolidated operating results into Profit & Loss views, **balance sheet** support, and **cash flow** schedules.
- Connected staffing, revenue, and expense assumptions through budget workbooks for consistent variance discussions.
- Reviewed **journal entries**, reconciliations, Accounts Receivable activity, and **sub ledgers** before close.
- Standardized accounting extracts and **reporting** templates, replacing manual shadow reports with traceable workflows.
- Coordinated **service billing** and interdepartmental transactions, preserving support for month end entries.
- Supervised a Financial Analyst through coaching, work allocation, timesheet approval, and performance feedback.

Financial Analyst, Community Programs

Riverside Community Services 📅 June 2022 - June 2024 📍 Dayton, OH

Managed forecasts, budget monitoring, reconciliations, variance reporting, internal control reviews, and planning support for multiple community service programs. Translated ledger activity and operating assumptions into practical guidance for directors and program managers.

- Combined ledger data and operating assumptions into monthly projections for program directors.
- Prepared variance narratives, revenue schedules, journal entries, and **balance sheet reconciliations**.
- Created leadership analyses from multiple sources, turning transaction detail into **charts** and trends.
- Reviewed **accounting** entries and **internal controls**, documenting exceptions and recommending corrective procedures.
- Maintained budget history, scenario models, and funding records for annual planning cycles.
- Advised program managers on purchasing choices and corrective plans aligned with approved budgets.

Staff Accountant, Venue Operations

Summit Arts & Conference Center 📅 October 2021 - May 2022 📍 Cincinnati, OH

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Senior Financial Analyst, Service Operations at Lakeview Hospitality Services (2.2 Years)
- Financial Analyst, Community Programs at Riverside Community Services (2 Years)
- Staff Accountant, Venue Operations at Summit Arts & Conference Center (7 Months)

Supported close, reconciliations, transaction review, **sales tax reporting**, budget to actual analysis, and procedure documentation for venue, event, and administrative operations. Worked with billing and operations staff to resolve discrepancies before reporting deadlines.

- Prepared journal entries and reconciled revenue and **expense** accounts during **month end close**.
- Maintained **Accounts Receivable** schedules and researched aging items with billing staff.
- Prepared sales tax schedules, **revenue** reports, and sub ledger detail under GAAP policies.
- Reviewed **accounting system** entries for coding accuracy and resolved discrepancies before close.
- Produced budget to actual reports and concise variance explanations for department managers.
- Documented close procedures and standardized spreadsheets for more consistent team handoffs.

PROJECTS

Shadow Reporting Replacement 📅 2024

Manual reports hid source logic and slowed review. Standardized accounting extracts and controlled templates created clearer traceability for recurring operating analysis.

Service Operations Forecast Model 📅 2023

A useful forecast starts with operating reality. Connected staffing, revenue, and expense assumptions so managers could discuss scenarios with shared financial context.

LEADERSHIP & AWARDS

- Certified Management Accountant, earned 2025
- Recognition for reporting workflow improvement, Lakeview Hospitality Services
- Leadership responsibility for financial analyst coaching and performance feedback

EDUCATION

Bachelor's Degree in Accounting

University of Cincinnati 🎓 GPA: 3.7 📅 2021 📍 Cincinnati, OH

Coursework: Financial Accounting, Managerial Accounting, Auditing, Taxation, Business Analytics

CERTIFICATIONS

- Certified Management Accountant 📅 2025
- Internal Controls and Financial Reporting Certificate 📅 2024

TECHNICAL SKILLS

- **Financial Reporting:** Profit & Loss, Balance Sheet, Cash Flow
- **Accounting Operations:** Journal Entries, Sub Ledgers, Account Transactions
- **Reconciliations:** Accounts Receivable, Revenue, Expense
- **Budget Management:** Budget Files, Budget Scenarios, Funding Commitments
- **Forecasting:** Monthly Projections, Annual Planning, Variance Analysis
- **Financial Controls:** Internal Controls, Gap Analysis, Corrective Actions
- **Tax Reporting:** Sales Tax, Revenue Reporting, Financial Statements
- **Data Analysis:** Data Extraction, Data Consolidation, Ad Hoc Analysis
- **Reporting Tools:** Graphs, Charts, Presentations
- **Accounting Standards:** GAAP, Institutional Policies, Financial Statement Notes
- **Grant Accounting:** Project Grants, Grant Expenses, Grant Reconciliations
- **Close Management:** Month End Close, Service Billing, Close Documentation

PROFESSIONAL AFFILIATIONS

- Institute of Management Accountants, professional member
- Finance peer workgroups supporting service operations and reporting practices

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST