

Riley Mitchell

📞 (614) 555-2847 ✉️ riley.mitchell@example.com 🔗 [linkedin.com/example/rileymitchell](https://www.linkedin.com/example/rileymitchell) 📍 Columbus, OH 43215

SUMMARY

Senior accounting professional with five years of progressive experience supporting **financial reporting**, reconciliations, fixed assets, budgeting, audit readiness, and accounting operations in utility and public sector environments. Direct work includes GAAP reporting, capital project accounting, **general ledger** controls, quarterly fixed asset roll forwards, invoice validation, **journal entries**, variance analysis, and financial statement support. Oracle based workflows and Microsoft Excel analysis support dependable forecasting, budget monitoring, and clear explanations for operating leaders. Experience coordinating inventory verification, maintaining grant financial schedules, and guiding staff across **accounts payable**, receivables, payroll, and cashiering activities. Brings sound judgment, concise communication, customer service, and practical knowledge of government accounting, procurement, cost analysis, and auditor support to each reporting cycle.

EXPERIENCE

Senior Accountant, Utility Finance

January 2025 - Present

Midwest Water Finance Cooperative

Columbus, OH

Lead monthly close, reconciliation, fixed asset, capital project, inventory, reporting, and audit support activities for utility operating groups. Guide accounting staff across payables, receivables, and cashiering while maintaining dependable controls and clear documentation.

- Directed utility account reconciliations, clearing ledger exceptions before monthly reporting deadlines.
- Prepared **Oracle** fixed asset roll forwards, strengthening quarterly reporting support.
- Calculated capital project **overhead** allocations using approved **cost accounting** methods.
- Coordinated annual **inventory** verification across operating divisions, preserving audit support.
- Prepared **GAAP** financial report schedules and organized auditor evidence.
- Guided three accounting staff through payables, receivables, and **cashiering** controls.

Accountant II, Public Finance

September 2023 - December 2024

Central Ohio Transit Finance Authority

Dublin, OH

Managed operating, payroll, payable, receivable, budget, grant, and audit support processes for a public finance organization. Connected Oracle activity, source records, procurement documentation, and reporting schedules for reliable close execution.

- Managed Oracle reconciliations across operating, **payroll**, payable, and receivable accounts.
- Built Excel budget variance analyses, clarifying **forecast** changes for program managers.
- Posted supported **journal entries**, improving close documentation and supervisory review.
- Validated vendor invoice coding against **procurement** records, reducing unresolved items.
- Maintained grant expenditure schedules against approved **budgets** and reporting requirements.
- Produced audit ready files linking transactions, approvals, invoices, and procedures.

Staff Accountant, Municipal Services

June 2021 - August 2023

Great Lakes Municipal Services District

Toledo, OH

Supported monthly close, **financial statement preparation**, capital asset tracking, procurement review, budget monitoring, and public service accounting operations. Maintained clear records and responsive relationships across departments while resolving account issues before reporting deadlines.

- Reconciled bank, cash, payable, and **general ledger** accounts before close.
- Compiled GAAP reporting schedules from account activity and supporting documentation.
- Tracked capital purchases and asset additions through quarterly fixed asset reviews.
- Verified invoices, purchase documents, and coding within procurement controls.
- Organized expenditure data and prepared budget variance explanations for finance staff.
- Responded to department requests with clear records and dependable service.

PROJECTS

Utility Capital Asset Reporting 📅 2025

Built a coordinated reporting process connecting capital project overhead, Oracle asset records, ledger balances, and quarterly roll forward schedules for stronger financial review.

Public Finance Grant Tracking 📅 2024

Maintained grant expenditure schedules and budget comparisons that linked approved funding, account activity, documentation, and reporting requirements for assigned programs.

LEADERSHIP & AWARDS

- Recognized by finance leadership for dependable audit documentation and timely reporting support.
- Selected to guide three accounting staff across payables, receivables, and cashiering controls.
- Trusted by operating divisions to coordinate annual inventory verification and resolve discrepancies.

EDUCATION

Bachelor's Degree in Accounting

University of Toledo GPA: 3.7

2021

Toledo, OH

Coursework: Financial reporting, cost accounting, auditing, budgeting

CERTIFICATIONS

- GAAP Financial Reporting Certificate 📅 2021
- Microsoft Excel Financial Analysis Certificate 📅 2022

TECHNICAL SKILLS

- **Accounting Standards:** GAAP, Government Accounting, Audit Principles
- **Financial Reporting:** Financial Statements, Annual Reports, Variance Reports
- **General Ledger:** Oracle General Ledger, Journal Entries, Account Reconciliation
- **Fixed Assets:** Capital Assets, Roll Forwards, Asset Additions
- **Capital Projects:** Overhead Allocation, Cost Accounting, Capital Purchases
- **Budget Management:** Budget Forecasting, Expenditure Analysis, Budget Monitoring
- **Audit Support:** Internal Audits, External Audits, Workpapers
- **Accounts Payable:** Invoice Validation, Zero Dollar Entries, Vendor Coding
- **Accounts Receivable:** Customer Invoices, Receivable Reconciliation, Cashiering
- **Payroll Accounting:** Payroll Accounts, Payroll Reconciliation, Payroll Records
- **Grant Accounting:** Grant Tracking, Expenditure Schedules, Funding Reports
- **Inventory Control:** Physical Inventory, Inventory Reconciliation, Operating Divisions
- **Procurement Systems:** Purchase Documentation, Procurement Records, Approval Controls
- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Office Suite
- **Financial Operations:** Electronic Databases, Office Equipment, Systems Analysis

SKILLS

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|--------------------------|----------------------|-----------------------|---------------|
| • Financial Reporting | • Cost Accounting | • Accounts Payable | • Procurement |
| • Account Reconciliation | • Budget Forecasting | • Accounts Receivable | • Oracle |
| • Fixed Assets | • Variance Analysis | • Payroll Accounting | • GAAP |
| • Capital Accounting | • Audit Support | • Grant Management | |

PROFESSIONAL AFFILIATIONS

- Public finance and utility accounting collaboration with operating divisions and finance teams.
- Cross functional partnership with auditors, procurement staff, program managers, and external parties.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST