Kyle Brown

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# Summary

Creative and self-motivated individual with the demonstrated ability to balance multiple priorities. Able to work well in a team setting and achieve results. Extensive analytical accounting and finance experience with a proven track record of building lasting relationships and developing a loyal team. Ownership of responsibilities, continuous process improvement and accurate financial reporting are what I strive to achieve. I am currently sitting for the uniform CPA exam, having already passed the Audit portion. I am advanced in Excel and other Office programs, and have extensive experience working with Quickbooks. Seeking an opportunity within a setting that will contribute to both my personal and professional growth within the accounting/finance function.

# Education

## University of Illinois at Chicago | Graduated MAy 2015

## Bachelor of Science - Accounting

# Experience

## Accounting Manager | Endurance Warranty | Jan 2017-Current

* Responsible for the accurate compilation, analysis, and reporting of all financial data for all three business entities (administrator and two sellers)
* Provide critical analysis of monthly financial statement results presented to upper management and the Board of Directors
* Responsible for managing accounting team and training of all new team members, including continuing training for new process rollouts
* Subject matter expert on all accounting transactions, reporting, and contract management software.
* Able to manipulate large sets of data into meaningful reports and insights to help management understand the business context behind the numbers
* Assist in preparing for and providing support to external auditors, including experience with interim, year-end, and Quality of Earnings audits
* Assist in building out yearly budgets and future projections to help management make more insightful business decisions
* Assist IT with automating processes and building out new web functions for team members to utilize
* Perform monthly account reconciliations and other monthly closing processes
* Perform weekly and monthly cash flow reporting
* Responsible for monthly manual journal entry process
* Perform monthly balance sheet, income statement, cash flow statement, and trial balance review
* Perform deferred revenue analysis
* Perform capitalized marketing analysis
* Prepare reports and communicate results for department heads

## Staff Accountant | Insureon | Nov 2015-Jan 2017

* Responsible for the oversight of the retail accounting department, including managing and training team members
* Review and record the financial activity to ensure all expenses, revenues and balance sheet items are properly and accurately recorded in accordance with GAAP
* Work with other department heads to help improve productivity and efficiency among processes and procedures
* Perform reconciliation of all accounts with bank statements and other supporting documents, resolving any discrepancies
* Serve as the primary accounting support for department heads: providing and analyzing key financial information and evaluating and presenting options related to actuals
* Initiate and implement changes in accounting procedures to increase efficiency and accuracy
* Assisted in the creation and testing of a proprietary accounting software