

**Richard Ortiz**  
121 Brooklyn Drive  
Los Angeles, CA  
000-000-0000  
ricortiz@aaa.com

---

**Objective:** An seeking an interesting and challenging position as a Fund Accountant with a leading Mutual Fund.

**Experience:** ABC Financial Corp los Angeles, CA  
**Fund Accountant** 2010 to Present

- Managed a team of five accountants and junior accountants.
- Assisted with the financial accounting system conversion.
- Calculated the fund's NAV and prepared performance reports that for management.
- Established procedures for the reconciliation module to ensure all transactions are accurately recorded for GAAP and FASB accounting purposes.
- Implemented process for review and analysis of funds trail balance on a regular basis.
- Assisted in managing client portfolio and ensured timely updation of portfolio.
- Assisted with the design and implementation of procedures for the settlements group to ensure securities settled timely and accurately.
- Reviewed the weekly, monthly, quarterly and yearly performance of the fund.
- Prepared and shared the fund month-end closing reports with management.
- Preparation and analysis of quarterly compliance reports.

White Walls Pvt Ltd Los Angeles, CA  
**Staff Accountant** 2007 to 2010

- Applied principles of accounting to analyze financial information and prepare financial reports.
- Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Analyzed financial information detailing assets, liabilities and capital.
- Prepared balance sheet, profit and loss statement and other reports to summarize current and projected company financial position.
- Audited contracts, orders and vouchers and prepared reports to substantiate individual transactions prior to settlement.
- Established, modified, documented and coordinated implementation of accounting and accounting control procedures.
- Devised and implemented manual and computer-based system for general accounting.

- Directed and coordinated activities of other accountants and clerical workers performing accounting and bookkeeping tasks.

**Education:** State University of California Los Angeles  
**Masters of Business Administration** 2010

State University of California Los Angeles  
**Bachelors of Arts in Accounting** 2006

**References:** Available upon request