

**Running Resumes**  
**617-456-7891**  
***Benjamin Franklin***

**Summary**

An accounting/finance professional with fourteen years of progressive Managerial, financial reporting and financial analysis experience with excellent analytical, communication and interpersonal skills.

**Professional**

Experience:  
2006-Present

**Boston Total Realty**  
*Commingled Fund Controller*

**Boston, MA**

- Manage, direct, and mentor three person accounting team responsible for three commingled funds with real estate values in excess of \$2.2 billion.
- Oversee all financial accounting and reporting aspects for the Commingled Funds.
- Oversight of the creation and preparation of quarterly consolidated financial statements and NCRIF yields for approximately 300 plus investors, including general ledger close, actual to budget review, and spreadsheet preparation.
- Prepare quarterly distribution recommendations, monthly management fee calculations, contributions, debt compliance and preparation of debt covenants, and RFP's for new investors.
- Responsible for year end audit process ensuring that the audit is completed timely and properly.
- Review Tax returns and the preparation of supporting tax schedules.
- Prepare ad hoc requests for investors and senior management as needed.

2004-2006

**Finn Financial Corporation**  
*VP Joint Venture Controller*

**Boston, MA**

- Responsible for all financial accounting and reporting aspects for Mellon three Joint Ventures.
- Oversight of the month end close, quarterly, and annual close processes.
- Oversee Mellon's billing process including settlement of monthly invoices with the Joint ventures.
- Served as liaison between Mellon's multiple internal service departments to resolve Joint Venture issues and questions.
- Research US GAAP implications of Joint Venture full franchise reporting of revenues, expenses, and new business acquisitions.
- Responsible for Sarbanes Oxley process documentation and supported Mellon's internal audit process around testing the Joint Ventures.

1999-2003

**Finn Financial Corporation**  
*VP Accounting/Financial Reporting*

**Boston, MA**

- Manage staff of six accounting/financial analysts.
- Manage and coordinate all aspects of the general close process. Improved close process by automating several excels spreadsheets using Hyperion and enhanced reporting process using TM-1.
- Worked with several of Mellon's technology groups to eliminate long standing and redundant reporting.
- Gather data for quarterly press releases and SEC filings.
- Review 10Q, 10K, and Annual report schedules.
- Review all regulatory, internal, and external filings.
- Prepare year-end audit work papers.
- Present summary financial review to the Mellon Trust of New England board.
- Assist corporate tax group with state tax planning initiatives.

1998-1999

**Williamson and Associates**  
*Senior Accountant*

**Boston, MA**

Performed monthly closing and financial reporting for thirteen commercial properties.

- Prepared financial statements.
- Managed g/l accounts on Skyline.
- Supported external audits.

1995-1998                      **Massachusetts Investments**                      **Boston, MA**

*Corporate Accountant/Trustee Accountant*

Prepared Flash Close reports for three large business lines.

- Analyzed major expenditures for senior management.
- Worked with finance business heads on the annual operating plan.
- Acted as Hyperion administrator for one large business line with ten users.

1993-1995                      **The Englander**                      **Boston, MA**

*Tax Analyst/Group Pension Accountant*

**Education:**                      **Boston University**

2000-2005                      Cambridge, MA

Certificate in Management and Administration with a concentration in Finance

1989-1993                      **Massachusetts University**

Boston, MA

BSBA/Accounting

**Technical Summary:**                      Yardi, skyline, Hyperion, Oracle, Excel, PowerPoint, Windows NT and multiple in-house systems and software.

**References will be furnished upon request**