CHARITA MCCLELLAN, MBA

AUDIT & FINANCE PROFESSIONAL

[redacted]

Experienced finance professional pursuing a role that will enable me to leverage over 11 years of experience which includes accounting, audit and forecasting. A results driven project leader who aligns financial initiatives to strategic goals while mitigating risk.

Areas of Expertise include:

- ✓ Financial Reporting & Analysis
- ✓ Budgeting & Forecasting
- ✓ SEC Reporting
- ✓ Financial Modelling
- ✓ Internal Audit & Audit Planning
- ✓ Financial Statement Preparation
- ✓ Risk Management
- ✓ Process Improvements
- ✓ Business Support

COMPUTER & APPLICATION SKILLS

- ✓ Advanced MS Excel
- ✓ PeopleSoft, Oracle, MAS 500
- ✓ MS Access, PowerPoint, Visio
- ✓ HRIS, LPS, Workday
- ✓ SQL Queries, Tableau
- ✓ FRX

EXPERIENCE & NOTABLE CONTRIBUTIONS

Bank of America Corporation • Plano, TX • 2011 - Present

OFFICER, BUSINESS FINANCE SUPPORT MANAGER

- Produce a monthly financial package to track and report KPIs
- Facilitate monthly business and finance review for operational and executive leadership
- Create baselines and assumptions for budget and forecast models
- Develop methodology for tracking pro forma vs actual results and implement processes to minimize variances
- Perform trend analysis to support operational decision making
- Audit the foreclosure process and document audit findings
- Communicate audit and review findings to management and executives
- Work closely with business control owners to ensure all deficiencies are remediated
- Manage team of financial analysts

KEY ACCOMPLISHMENTS:

- Developed a weekly dashboard that provided insight into impediments on loans in the foreclosure and bankruptcy processes
- Created and implemented the site strategy procedures for ~4000 employees across 15 core sites and several satellite locations

C-III Asset Management • Irving, TX • 2008 - 2011

FUND CONTROLLER

- Performed accounting functions on a $30M Real Estate CMBS and CDO fund and REIT
- Consolidation of four funds into the REIT
- Prepared quarter end and yearend financial statements including footnotes
- Prepared schedules for the 10Q and 10K
- Performed monthly variance analysis and reconciliations
- Prepared journal entries related to distributions, swap settlements, debt payments, intercompany transactions, investor distributions, mark to market and review of realized and unrealized gains/losses

KEY ACCOMPLISHMENT:

- Streamlined the monthly close process from 9 days to 5

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AUDIT & FINANCE PROFESSIONAL

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Lehman Brothers – Capital Analytics • Dallas, TX • 2006 - 2008

FUND ACCOUNTANT

- Performed accounting functions on a Real Estate Mezzanine fund
- Prepared quarter end and yearend financial statements including footnotes
- Prepared and maintain four credit facility files
- Prepared management fee, distribution and capital call files
- Tracked expenses related to a Mezzanine fund
- Prepared reimbursement files, cash journals, and journal entries
- Track and reconcile cash movement for partnerships
- Reviewed the work of two other fund accountants

KEY ACCOMPLISHMENTS:

- Automated monthly journal entries to expedite the close process.
- Developed the monthly close calendar to ensure all accountants completed their assigned tasks on time

7-Eleven, Inc. • Dallas, TX • 2005 - 2006

INTERNAL AUDITOR

- Tested and implemented internal controls
- Tested procedures and policies
- Prepared written reports of audit findings and developed recommendations
- Prepared oral presentations of audit findings
- Planned and conducted financial, operational and compliance audits
- Conducted interviews with individuals to retrieve information relevant to the audit
- Designed and implemented an audit tool to track the follow up of previous audits
- Created and implemented the Internal Audit departments policies and procedures

KEY ACCOMPLISHMENT:

- Lead the audit on employee credits and discovered outstanding payments due to the company

EDUCATION

Master of Business Administration
NEW YORK INSTITUTE OF TECHNOLOGY | OLD WESTBURY, NY

Bachelor of Science, Accounting
UNIVERSITY OF NORTH TEXAS | DENTON, TX

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