



# Jonathan Hayes

New York, NY  
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(123) 456-7890

## Investment accountant specializing in portfolio reconciliation and financial reporting

Investment accountant with seven years of experience managing financial transactions, reconciling investment portfolios, and preparing reports for asset management firms. Skilled in analyzing financial data, ensuring compliance with SEC regulations, and optimizing reporting accuracy. Adept at working with traders, portfolio managers, and auditors to support sound investment decision-making.

## PROFESSIONAL EXPERIENCE

### Investment Accountant

*Global Asset Management, New York, NY | September 2020 - Present*

- Reconcile investment transactions and portfolio holdings for funds totaling \$2 billion in assets under management
- Ensure compliance with GAAP and SEC reporting standards, reducing regulatory discrepancies by 25%
- Work with portfolio managers to analyze fund performance, providing key financial insights for investment decisions

### Accounting Associate

*Madison Capital Advisors, New York, NY | July 2017 - September 2020*

- Assisted in preparing financial statements for investment funds, improving reporting accuracy and efficiency
- Reviewed trade settlements and reconciled discrepancies, reducing errors in investment accounting by 20%
- Supported auditors by compiling financial records and ensuring compliance with industry regulations

## CERTIFICATIONS

- Chartered Financial Analyst (CFA) Level II Candidate | 2020

## EDUCATION

### Bachelor of Science (B.S.) Accounting

Columbia University, New York, NY |  
2017

## KEY SKILLS

- Portfolio accounting and reconciliation
- Investment performance analysis
- GAAP and SEC compliance
- Financial statement preparation
- Hedge fund and mutual fund accounting
- Risk assessment and valuation