

## Professional Experience

### Staff Accountant

Deloitte LLP, Chicago, IL | July 2016 - Present

- Perform financial functions as part of a team of 12 accountants working with an international energy company
- Manage internal audits for corporate units monthly
- Assist in tax document preparation and have a working knowledge of corporate tax law
- Reconcile statements and invoices as needed

### Staff Accountant

Boeing Corporation, Chicago, IL | November 2010 - July 2016

- Researched, prepared, reviewed, and reconciled financial statements and reports
- Analyzed and mitigated compliance risk/errors
- Created reports for internal stakeholders with analysis of actual results vs. budgets
- Communicate orally and in writing with internal clients and suppliers

### Junior Accountant

Motorola Solutions, Chicago, IL | October 2007 - September 2010

- Reconciled accounts for a telecommunications equipment provider
- Processed accounts payable and accounts receivable
- Investigated errors in financial statements, resolving them to the satisfaction of the comptroller
- Assisted in payroll management for 120+ employees

## Education

### Bachelor's of Science in Business Administration with Accounting Concentration

University Of Phoenix Phoenix, AZ | September 2003 - May 2007

## Certifications

- Corporation Taxation Certificate, AICPA, October 2016
- Payroll Management Certificate, AICPA, December 2007

# Hugh DelForte

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Dedicated staff accountant with 14 years of corporate experience. Able to ensure accuracy at the highest levels in all financial work. Well-organized with a strong attention to detail and advanced knowledge of several accounting software systems, including Intuit QuickBooks and Xero. Able to quickly and efficiently reconcile accounts, perform payroll functions, and make independent decisions as required.

## Key Skills

- Reconciliation of statements
- Proficient at SAP
- Microsoft Suite, including Excel
- Intuit QuickBooks
- Organizations skills
- Detail-oriented
- Corporate tax law