**Daniel W. Irwin**

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**Career Objective:**

Detail-oriented, and result-focused Accounting Consultant with extensive background in managing business for clients. Familiar with the accounting principles and ability to collaborate with team for solving issues, and improving the efficiency of client's company. Strong abilities in reconciling financial statements, projecting revenue growth, and maintaining financial records.

**Summary of Skills:**

* Comprehensive working knowledge of various account payable, and account receivable functions
* Capable of collaborating to work with people of various departments for executing tasks, and performing under pressure
* In-depth information about various accounting software, and the procedures to be followed as per the GAAP
* Familiar with reconciliation methods, forecasting business strategies, and analyzing financial reports
* Ability to work in a fast-paced environment, and handle deadlines during closing periods
* Strong organizational, communication, and problem-solving skills
* Proficiency with MS Office, Spreadsheet, and other accounting software

**Work Experience:**

Accounting Consultant

Chevo Consulting, Cambridge, MA

January 2017 – Present

* Maintaining updated journal entries for the ledger accounts, and ensuring reconciliation of all statements according to US GAAP
* Determining profitability of client's business, and suggesting them with appropriate accounting services
* Analyzing financial reports and ensuring no discrepancies in general ledger, cash management, accounts payable, and accounts receivable
* Collaborating with various project teams, and resolving accounting issues by keeping an updated bookkeeping system
* Reviewing financial reports for clients to analyze accounts payable, and suggesting best accounting practices
* Researching current market practices for doing financial forecasting, and informing clients about the required accounting services to be implemented

Junior Accounting Consultant

Murray Corporate Services, Cambridge, MA

April 2014 – December 2016

* Initiated an effective process to improve the month-end closing and reporting cycles that boosted accuracy by 42%
* Streamlined procedures for invoice processing, cash management, and expense policies
* Analyzed income statements, and prepared concise reports noting trend and spending patterns
* Prepared financial reports necessary for both quarter and yearly audits
* Reviewed financial statements and tax return reports for third-party clients, and assisted in the resolution of outstanding issues

Accounting Specialist

SWK Technocrats, Cambridge, MA

October 2011 – March 2014

* Ensured reliability of general ledgers by doing monthly reconciliation of balance sheet, and income statement analysis
* Reviewed and processed more than 100 expense reports per month to identify the discrepancies in balance sheet
* Performed various invoicing functions including processing and auditing refunds, customer invoicing and commission adjustments for sales personnel
* Coordinated with account payable team for processing vendor payments
* Efficiently carried out account receivable duties such as billing adjustments for overcharges, undercharges, and payment term errors
* Tracked and maintained records of fixed assets for 200 clients calculating depreciation over the years

Accounting Clerk RLH Corporation, Cambridge, MA June 2010 – September 2011

* Maintained accurate electronic Spreadsheets for financial and accounting data for 100+ clients
* Prepared invoices, issued checks, reviewed account statements according to company procedures
* Classified, summarized numerical data to compile, and keep financial records using journals, ledgers or computers
* Assisted in the preparation of quarterly financial statements such as billings, budgets, and cost reports
* Performed monthly bank audits with accounting associates, and updated master label spreadsheet
* Cross-checked invoices with current price list, purchased orders, vouchers, and receipts

**Education:**

* Master's Degree in Accounting  
  Lesley University, Cambridge, MA   
  2010
* Bachelor's Degree in Business Management   
  Lesley University, Cambridge, MA   
  2008

**Certifications:**

* Chartered Global Management Accountant, 2015   
  Certified Public Accountant, 2012

**Reference:**

On request.