Chelsea Moore

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Education

University of Wisconsin Oshkosh **Bachelor of Business Administration: Finance**

Professional Experience

Property Accountant Manager **Waukesha, WI**
CSM Corp (Marriott Hotel) **May 2024 – Present**

- Manage all accounting functions for the property, including monthly reporting, account reconciliations, and budget variance analysis.
- Oversee full-cycle accounts payable and receivable, including invoice processing, payment processing, and tracking outstanding balances.
- Record financial transactions, monitor expenses, and reconcile bank and credit card statements to maintain accurate financial records and prevent fraud.
- Prepare budget forecasting and variance analysis to support strategic planning and expense control initiatives.

Fund Accountant II **Milwaukee, WI**
U.S Bank **December 2022-May 2024**

- Prepared daily, weekly, and monthly Net Asset Value (NAV) calculations for various funds, ensuring accuracy and compliance with accounting standards.
- Performed general ledger reconciliation, identifying and resolving discrepancies to ensure data integrity and timely reporting.
- Compiled financial statements and reports for stakeholders, providing insight into fund performance and operational metrics.

Disability Specialist **Franklin, WI**
Northwestern Mutual **September 2019-December 2022**

- Reviewed medical records, tax returns, financial statements, and other disability documentation to determine an insured's eligibility for coverage.
- Maintained and reviewed a case load of 50 insureds for accuracy of the documentation provided to prevent possible fraud.
- Collaborated with multidisciplinary teams, including social workers, healthcare providers, and vocational counselors, to ensure support for clients.

Fund Accountant **Milwaukee, WI**
FIS Global **November 2015- September 2019**

- Analyzed NAV variances, providing insights to management on changes in fund valuations and income distribution.
- Ensured the accuracy of daily fund valuations, security pricing and accruals for collective and unitized funds, to minimize contingent liability to the company.
- Prepared and completed routine reconciliations of asset and expense balances and accruals in assigned funds.

Software Knowledge

Microsoft Word, PowerPoint, Excel, Yardi, Oracle, Micros, Bloomberg, Financial Analysis Tools, TM1, QuickBooks