GRACE G. BAPTIST
797A Hilltop Road West

Southbury, CT 06488

(203) 979-6900 ⦁ grace8078@gmail.com

*Accounting professional seeking part-time opportunities or clients.
Certified Bookkeeper with* [*QuickBooks®*](https://quickbooks.intuit.com/) *and Excel skills.*

**EXPERIENCE**

**Securities Processing and Corporate Action Specialist May, 2017 – October 2023**

**Rock-It Solutions, Stamford, CT (Family Office Opsourcing)**

* Process trades, interest, dividends and other security transactions by established deadlines.
* Interpret and process mandatory and voluntary corporate actions events for all client accounts in accordance with taxability requirements.
* Reconcile portfolio shares and cash between Rock-It system and custodian’s system.
* Review processing to ensure compliance with audit requirements.

**Certified Bookkeeper ConsultantJanuary 2016 – December 2017**

* Full charge bookkeeping (Quickbooks): maintained general ledger, payroll, financial statements.
* Processed quarterly RIA fee billing (PortfolioCenter, Excel).
* Budget administration, financial analysis, account reconciliation, online bill-pay.

Clients:

Hascoe Associates (Family Office), Greenwich, CT

Abby M. Taylor Fine Arts, New York, NY

RDM Financial Group/Hightower Advisors, Westport, CT

Visual Impact LLC, Danbury, CT

**V.P. Financial Planning & Reporting August, 2005 – January, 2016**

**RDM Financial Group - Hightower Advisors (RIA), Westport, CT**

* Maintained the PortfolioCenter® database of 2400+ client accounts ensuring accurate daily download and reconciliation of trades, positions and cost basis.
* Supported senior financial planners with preparation of financial plans.
* Produce client deliverables: Portfolio holdings, performance, projected income, gains/losses.
* Processed the quarterly advisory fee billing.
* Tracked 12b-1 commissions for rebate processing.

**Staff Accountant October, 1997 – July, 2005**

**Hascoe Associates, Inc. (Family Office), Greenwich, CT**

* Posted financial transactions for family entities into Advent’s integrated G/L accounting and portfolio reporting system.
* Researched municipal bonds and security related corporate actions on Bloomberg system.
* Processed wire transfers and monitored daily cash balances of all checking accounts.
* Reconcile cash and investment activity between system and custodian.
* Reviewed trial balances for accurate flow from investment module to general ledger.
* Processed monthly closes for all entities including individuals, trusts, partnerships and corporation.
* Generated monthly financials and performance reports for submission to partners and management.

**EDUCATION**

**Bachelor of Science in Accounting, Sacred Heart University, Fairfield, CT** **June 2007**

**PROFESSIONAL DEVELOPMENT**

**Certified Bookkeeper**, American Institute of Professional Bookkeepers (AIPB.org) **2016 – Current**

*References available upon request.*