

TAMARA BLACKMAN

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Senior Accounting Leader

Strategic and detail-oriented Accounting Leader with 13+ years of progressive experience managing full-cycle accounting operations, month-end close, financial reporting, and audit preparation across multi-entity environments. Recognized for leading high-performing teams, driving process optimization, and strengthening internal controls in complex operational settings. Demonstrated ability to balance strategic oversight with hands-on execution, managing intercompany reconciliations, lease and fixed asset accounting, compliance filings, and cross-departmental collaboration. Known for building trust across functions, mentoring junior staff, and ensuring financial accuracy, efficiency, and regulatory alignment in dynamic, deadline-driven organizations.

Core Skills

- **Accounting Operations:** US GAAP, General Ledger, Month-End/Year-End Close, Prepaid Expenses, Accruals, Lease Accounting (ASC 842), CECL (ASC 326), Revenue Recognition (ASC 606), Journal Entries, Intercompany Reconciliations
- **Audit & Compliance:** Internal Controls, Risk Mitigation, Audit Support, 1099/1096 Filings, IRS/State Tax Compliance
- **Financial Reporting & Analysis:** Budgeting Assistance, Variance Analysis, Trend Reporting, Financial Forecasting Support, Balance Sheet Reconciliations, Schedule Maintenance
- **Process Optimization:** System Integrations, Documentation of Business Processes, Workflow Automation, Expense Management, Internal Control Development
- **Team Leadership & Collaboration:** Cross-Functional Coordination, Staff Supervision (AP, Admin, Payroll), Remote Team Management, Mentorship Support
- **Cash & Treasury Oversight:** Disbursement Authorization, ACH/Wire Processing, Vendor Settlements, Reconciliation of Cash Flow Activities
- **Technical Skills:** Windows, Microsoft Office Suite, Accpac, Smartstream, Mapics, Quick Books, POSH, Made to Manage, Elite, Workday

Professional Experience

Ruder Finn Group Inc. – New York, NY

VP, Accounting

October 2023 – June 2025

- Led the Accounts Payable team and manage a 5-person staff, ensuring accurate and timely invoice processing.
- Processed semi-monthly payroll for over 300 employees, ensuring accurate payroll accounting in the general ledger
- Developed creative, out-of-the-box solutions to overcome Workday's system limitations, ensuring the accounting team could extract and deliver accurate data despite functional gaps.
- Played a key role interpreting and implementing CECL (ASC 326)
- Approve weekly settlements and initiate ACH and wire payments.
- Review and approve vendor invoices and employee expense reports in Workday.
- Maintained Right of Use Lease Asset schedules under ASC 842 and post related journal entries.
- Prepared journal entries and Balance Sheet account reconciliations
- Maintained multiple schedules including fixed assets, prepaid expenses, and accruals.
- Reconciled international and domestic intercompany accounts.
- Filed NYC Commercial Rent Tax quarterly and NYS Use Tax annually.
- Executed monthly, quarterly, and year-end close processes, ensuring timely and accurate reporting.
- Contributed to the development of budgets and forecasts, and analyzing variances to support financial accuracy.
- Assisted with year-end audits, providing schedules and required documentation in addition to posting audit adjustments and ensuring the opening trial balance aligns with audited statements.
- Issued 1099s and electronically file 1096 forms with the IRS.

Ruder Finn Group Inc. – New York, NY

Senior Accountant

June 2020 – October 2023

- Led the AP team through a full transition to remote work while maintaining uninterrupted operations.
- Transitioned payments from paper checks to ACH by collaborating with external vendors and testing new integrations.
- Rolled out corporate credit cards, worked with contractors to build backend accounting workflows, and supported company-wide training.

- Review and approve vendor invoices and employee expense reports in Workday.
- Approve invoices for weekly settlements and initiate ACH and wire payments.
- Collaborated with external auditors to interpret ASC 842 and implement Right-of-Use (ROU) lease asset accounting, ensuring compliance and accuracy across reporting entities.
- Prepared and posted monthly journal entries for lease liabilities, depreciation, accruals, and prepaid expenses.
- Reconciled balance sheet accounts; maintained fixed asset, prepaid and accrual schedules.
- Reconciled international and domestic intercompany accounts
- Filed NYC Commercial Rent Tax quarterly and NYS Use Tax annually
- Executed monthly, quarterly, and year-end close processes, ensuring timely and accurate reporting
- Supported onboarding of newly acquired entities into Workday ERP, delivering training and ongoing user support.
- Supported external audits through detailed schedule preparation, audit adjustment entries, and balance reconciliation.
- Reviewed and submitted IRS 1099s and 1096 filings annually.

Ruder Finn Group Inc. – New York, NY

Staff Accountant

May 2017 – June 2020

- Led the AP team, ensuring timely processing of supplier invoices and reimbursements.
- Played a key role in the Workday ERP implementation across Banking, Assets, Suppliers & Settlement, Expenses, Intercompany, and GL modules. Documented processes and provided training and support to international colleagues.
- Selected invoices for weekly check runs; printed checks, secured signatures, and uploaded positive pay data to the bank portal.
- Audited and coded supplier invoices and employee expense reports in Elite.
- Booked month-end journal entries and maintained schedules for accruals, prepaids & fixed assets, along with multiple expense schedules.
- Reconciled international and domestic intercompany accounts.
- Prepared audit support documentation, posted audit adjustments and ensured opening trial balance accuracy.
- Issued 1099s and filed 1096s with the IRS annually.

Ruder Finn Group Inc. – New York, NY

Accounts Payable Manager

May 2013 – May 2017

- Oversaw AP operations and process improvements to optimize invoice turnaround.
- Audited vendor invoices and expense reports in Elite; coordinated weekly settlements and wires.
- Ensured compliance with IRS 1099/1096 reporting requirements.

Ruder Finn Group Inc. – New York, NY

Billing Clerk, Data Entry Clerk

May 2012 – May 2013

- Created client invoices and proformas, resolved billing disputes, and maintained vendor and expense data in Elite.
- Audited, coded, and entered supplier and employee expense transactions.
- Reviewed daily batch reports for accuracy.

Additional Experience

Accounting Clerk & Sales Support | Artform International Inc. | April 2011 – April 2012

Data Entry Clerk | First Caribbean International Bank | April 2010 – August 2010

Finance Assistant | Permanent Value Asset Management | April 2009 – October 2009

Accounts Clerk | Barbados Government – Electoral and Boundaries Commission | August 2007 – April 2008

Audit Assistant | KPMG | May 2006 – June 2006

- Participated in KPMG's selective summer program, supporting audit fieldwork and documentation.

Education

University of the West Indies (Cave Hill Campus) – Barbados

Bachelor of Science in Accounting

Barbados Community College

Associate Degree in Accounting and Law