

KAREN PORTEN

PROFESSIONAL SUMMARY

Seasoned Accounting Manager specializing in implementing successful accounting systems. Accomplished in driving business efficiency and compliance initiatives. Offering 30 years of progressive experience in different industries.

SKILLS

- Adaptable to Changing Conditions
- Sound Judgment
- Self motivated professional
- Microsoft Excel expert
- Superior research skills

WORK HISTORY

03/2017 to Current **Accounting Manager**

University Of St. Mary Of The Lake – Mundelein, Illinois

- Preparation and analysis of GAAP financial statements , including journal entries and balance sheet account reconciliations.
- Not-for-profit fund accounting experience.
- Restricted fund and endowment accounting.
- Sales tax and Hotel Operators' Occupation tax filings.
- Accounts receivable and accounts payable oversight.
- Manage up to two staff accountants and clerks.
- Manage daily cash flow for payroll and accounts payable needs.
- Fixed assets - additions and retirements and depreciation.

11/2014 to 03/2017 **Senior Staff Accountant**

Centegra Health System – Woodstock , Illinois

- Preparation and analysis of GAAP financial statements, including journal entries and balance sheet account reconciliations.
- Performed expense variance analysis of income statements.
- Compiled, reviewed, and filed IRS Form 990 and 990T tax returns in collaboration with external auditors.
- Involved in external audits.
- Collection of data and filing of Illinois sales tax return.

03/2008 to 10/2014 **Senior Staff Accountant**

Cole Parmer Instrument Company – Vernon Hills, Illinois

- Preparation and analysis of GAAP financial statements, including journal entries and account reconciliations.
- Intercompany billing and settlements
- Annual Supplemental Packages needed for 10K filings and tax packages needed for corporate tax returns.
- Unclaimed property filings with state of Illinois.
- Sales tax returns using Vertex for Illinois and states with nexus.
- Internal and external audits.
- Cycle count audits of warehouse.
- Daily sales reporting and gross margin analysis.
- Fixed assets - additions and retirements and depreciation.
- General ledger conversion from Lawson to Oracle.

10/1991 to 09/2007 **Accounting Director**

Protective Life Insurance – Elgin, Illinois

- Preparation and analysis of GAAP Separate Account financial statements.
- Preparation of Statutory Separate Account Annual Statement.
- Managed up to six staff accountants and accounting clerks.
- Traded and priced up to \$11 billion of Separate Account assets.
- Product knowledge of variable annuities, fixed annuities, variable universal life as well as bank owned life insurance and high net worth products.
- SEC filings including prospectus updates.
- External annual audits including SEC and Illinois Department of Insurance.
- General ledger conversions including SAP and Peoplesoft.
- Business analysis role with IT.

EDUCATION

08/1991

Bachelor of Science: Finance

Northern Illinois University - DeKalb, IL