

Kathleen A. O'Brien

5743 SE 17th Ave. # 3 • Portland, OR 97202 • 503.234.3441 • kobrien66@gmail.com

PROFILE

- Team-oriented financial professional with experience in a broad range of industries working in accounting, performance reporting, financial analysis and operations support.
- Independent performer possessing outstanding multi-tasking capabilities.
- Effective communicator with all levels of management, clients, vendors and operational support.
- Excellent internet skills as well as proficiencies with MS Excel, Word, G/L systems and various database systems.

PROFESSIONAL EXPERIENCE

PRIVATE CONSULTING GROUP, INC. - Portland, Oregon

Financial Reporting Analyst & Licensing Specialist

**August 2000 to July 2006
(Contract work through June 2007)**

Portfolio Administrator in charge of daily review, reconciliation and analysis of transactional activity for 1,200 client investment portfolios. Additional responsibilities included:

- Calculation of quarterly management fees and preparation and distribution of quarterly performance reporting for 700 managed client accounts representing \$600 million under management.
- Quarterly asset management and revenue analysis.
- Analyze, monitor and maintain all representative information and amendments in NASD's WebCRD system for firm's eighty producing representatives as well as sixty non-registered personnel.
- Maintenance of corporate and individual life insurance licenses for home office representatives.

Commissions Accountant

March 1999 to August 2000

Multi-tiered commission accounting for broker/dealer and investment advisory representatives. Duties included:

- Administration of input to and reporting of all data from commissions database.
- Twice monthly transmission of all commission payments and production reporting to branch representatives.
- Production and entry of month end general ledger journal entries.
- Daily cash management and monthly account reconciliation.
- Executive management reporting of all income and expenses including branch & product production analyses.

THE LAUGHLIN GROUP - Beaverton, Oregon

October 1995 to January 1998

Staff Accountant

Maintained multi-tiered commission accounting system for broker/dealer and retail client banks and representatives.

Responsibilities included:

- Month end closing activities including preparation of client settlement statements and external reporting packages.
- Production and entry of general ledger journal entries.
- Aging of accounts receivable and subsequent follow-up with annuity and mutual fund companies.
- Assistance in cash management and reconciliation of multiple cash accounts.

GN DANAVOX INC. - Minnetonka, Minnesota

October 1994 to July 1995

General Ledger Accountant II

Responsibilities included the hands-on maintenance of the general ledger and accounting systems for Danavox USA and Danavox Canada (manufacturers of hearing aids and hearing testing equipment). Duties consisted of:

- Month end closing activities including preparation of financial statements, external reporting packages and various internal financial reports.
- Preparation and entry of general ledger journal entries.
- Assistance in year-end close and audits, including physical inventories.

NORWEST MORTGAGE INC. - Minneapolis, Minnesota

September 1992 to May 1994

Post Closing Review Auditor

Performed detailed review of post closing mortgage files of VA/FHA loans for data accuracy and completion of required documents.

- o Trained additional auditors on required duties.
- o Various ad hoc production reports, projects and follow-up with government agencies on an as-needed basis.

HSBC BANK USA (formerly dba Marine Midland Bank, NA) - Buffalo, New York

Financial Reporting / Accounting Officer

June 1991 to July 1992

Responsibilities included consolidation, analysis and reporting of corporate level information to senior management.

Functions consisted of:

- o Settlement of parent company's intergroup billings.
- o Automation and refinement of settlement processes to improve data integrity and productivity.
- o Aging of intergroup receivables and payables.
- o Extensive interaction with all levels of executive management.

Senior Financial Analyst

June 1989 to June 1991

Assisted in the dissolution and transfer of international accounting functions from New York City to Buffalo headquarters.

Assumed responsibility for:

- o Compilation, analysis and consolidation of financial data using both qualitative and quantitative analyses.
- o Preparation of financial statements and regulatory reports for international branches for internal management, external regulators and parent company.
- o General ledger entries, remittance of earnings and intercompany reconciliations.

Accountant Analyst II

June 1988 to June 1989

Responsible for the daily reconciliation of approximately sixty subsidiaries and affiliates.

- o Prepared general ledger entries to correct all manual and systems errors.
- o Reconciled twenty cash accounts.

EDUCATION:

State University of New York at Buffalo
Buffalo, New York
B.S. Business Administration, 1988.
Major: Accounting Minors: Finance, MIS

COMPUTER SKILLS: MS Excel, MS Word, Advent/Axys, various database applications