

MICHELLE L. LEDGER

2014 Pepper Court • Hamburg, Michigan 48189 • (734) 344-2397 • michelle.ledger@sbcglobal.net

SENIOR ACCOUNTANT ACCOUNTING MANAGEMENT/ FINANCIAL AUDITING/TAX COMPLIANCE

Accomplished accounting and auditing professional with over twenty-five years experience in all aspects of accounting and auditing, including financial reporting, risk assessment, corporate budgeting, and tax reporting compliance.

Proven areas of accounting expertise include:

- Financial and Operational Audits
- Budget Development and Management
- Preparation of Financial Statements
- Independent CPA Duties
- GAAP and Tax Reporting Compliance
- Audit Review & Coordination
- Financial Statement Audits
- General Accounting Expertise

PROFESSIONAL ACCOUNTING EXPERIENCE

Top Choice Life Insurance, Detroit, MI
Senior Accountant

January 2009 - Present

- Perform financial and operational audits for company with \$68 Million in total assets.
- Maintain and process electronic fund transfers of \$100,000 per month.
- Prepare quarterly and annual financial statements, including Michigan Business Tax returns, premium tax returns, personal property tax returns, and abandoned property reports.
- Perform independent CPA duties, including: testing fixed assets, reserves, investments, general disbursements, cash receipts, and pensions.
- Maintain company chart of accounts and general ledger and trial balance on a monthly basis.
- Assist with special projects including, QL Admin system, general accounting, and field accounting.

Mutual of Southfield Insurance Company, Southfield, MI
Manager, Policy Administration

January 1996 – December 2008

- Performed operational and financial audits and wrote final audit reports.
- Developed internal audit functions and coordinated year-end external audit reviews.
- Supervised two departments, including an administrative staff of 7 employees.
- Consulted with other departments regarding new accounting controls and potential enhancements.
- Researched medical histories in order to underwrite life insurance applications.
- Reviewed and approved surrender, loan, and death claim transactions.

Last Chance Life Insurance Company, Farmington Hills, MI
Senior Auditor

October 1996 – February 1992

- Performed operational and financial audits in order to develop action plans for audit issues.
- Coordinated staff auditor assignments and monitored completion of audits and projects through review of staff work papers.
- Provided on-the-job training for staff auditors and assisted external auditors with yearly reviews.

Education: WAYNE STATE UNIVERSITY, Detroit, MI

Resumes
DONE
for you