
Janice Estell

28 Heather Lane
Coventry, CT 06238
Home: 860 742-0101
Cell: 860 212-2684
jestell15@yahoo.com

Summary

Flexible and energetic Investment Accountant with 15 years experience. Organized professional who adapts seamlessly to changing work in a fast paced environment. Highly skilled in building long-term client relationships. Self-motivated accounting professional offering strong communication and tax accounting skills. Works effectively on teams, as well as independently.

Highlights

- Reliable
 - Excellent communication skills
 - Strong work ethic
 - Meticulous attention to detail
 - Self-directed
 - Works well team environment
 - Account reconciliations
 - Analytical reasoning
 - Highly organized
 - Time management
 - MS Office proficient
 - Peoplesoft
 - Quick and willing learner
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Experience

January 2018 to Current **Nassau Re Co**
Hartford, CT

Tax Operations & Accounts Payable

- Reconciled accounts for tax purposes, processed payments through Federal/State websites and disbursement of tax withholding payments for 3 corporate entities
- Processed Guarantee Fund assessment payments
- Prepared tax related accounting entries
- Verified documents and associated records to catch and resolve discrepancies.
- Helped senior Tax staff complete daily workloads.
- Worked part time for the Tax department processing daily 1099
- Processed invoices and purchase orders during high volume times of the month. Completed within expected due dates on the invoices.

November 2016 to April 2017 **Mikro Industrial Finishing Co, Inc.**
Vernon, CT

Administrative Assistant

- Obtained pricing and lead time for orders and quotes
- Created sales orders and purchase orders into industry system
- Processed credit card payments made by customers
- Verified vendor's acknowledgement for orders
- Coordinated freight carriers
- Processed invoices and logged in vendor invoices

- Provided internal and external customer service
- Filed customers completed orders and purge files

May 2010 to September 2015 **SSC Technologies, Inc.**
Windsor, CT

Senior Investment Accountant

- Managed accounting operations, accounting close, account reporting and reconciliations.
- Received and reconciled records of bank transactions.
- Balanced 75 accounts daily for institutional client in a timely manner based on client's monthly requirements.
- Accomplished the monthly goal of 90% or better in completing daily reports and uploading to website for client to access numerous accounts
- Improved client retention by processing interest & principle payments within expected timeframes
- Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
- Addressed and resolved non-routine, complex and unexpected variances.
- Updated investment records upon funding of security holdings.

August 2006 to October 2009 **ING Investment Management**
Hartford, CT

Senior Accountant

- Reconciled daily and monthly activity to custodian banks for advisory accounts.
- Analyzed discrepancies with electronic bookkeeping.
- Processed month-end close on a variety of accounts.
- Trained temporary employees.

January 1998 to March 2006 **Citigroup Inc.**
Hartford, CT

Senior Investment Coordinator

- Managed three investment coordinators responsible for daily accounting on over 25 mutual funds and institutional equity funds.
- Managed and developed the daily cash reports in accordance with each fund's regulations.
- Oversaw the daily reporting to portfolio management for accuracy on funds' performance.
- Reconciled client accounts monthly and quarterly to meet an aggressive marketing time table.
- Provided daily unhedged cash report to portfolio managers to meet client benchmark, set at 2% or less for daily trading

Education

Manchester Community College

Manchester, CT

Data Processing/Economics Associate Degree