

# Mark C. Pritt, CPA

178 Toms Fork Road, Alum Creek, WV 25003

Phone: (304) 545-0776 E-Mail: mcpritt92@gmail.com

## Objective

I am looking to use my educational and professional experience to gain professional growth while bringing value to my current employer.

## Experience

### Senior Accountant at West Virginia Department of Agriculture

February 2015-Present

- *Perform* various budget related tasks
- *Analyze* grant expenditures to determine if they are allowable for reimbursement
- *Compile* quarterly reports to file on grant expenditures
- *Produce* monthly reports for payroll expenses
- *Analyze* payroll expenses
- *Assisted* with conversion to new payroll system
- *Wrote* directions to assist with using new payroll system

### Jr. Accountant at Charleston Area Medical Center

May 27, 2014-January 2015

- *Analyzed* general ledger accounts
- *Keyed* cash receipts
- *Wrote* instructions on how to perform day-to day operations
- *Audited* petty cash and cash drawers

### Energy Corporation of America (ECA) --- Accounting Intern

May 2012-August 2012, May 2013-August 2013

- *Helped* with day-to-day accounting
- *Assisted* in monthly reconciliation process
- *Communicated* with county tax offices
- *Prepared* audit schedules for year-end audit
- *Assisted* in making year end financial statements
- *Assisted* with personal property tax process

## Education

### Certified Public Accountant, State of West Virginia

Year of Certification: 2019

### West Virginia University

Date of Graduation: August 2018

- Graduate Certificate in Forensic Accounting and Fraud Examination
- GPA: 4.0

### Ohio Valley University

Date of Graduation: May 2014

- Bachelor's of Science in Accounting
- GPA: 3.84
- Magna Cum Laude

## Other Skills and Accomplishments

- Interviewing Techniques Workshop: Wicklander-Zulawski & Associates
- Passed CFE exam