

MICKEY NOBILE
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EXPERIENCE

Accounting Manager/Fund Accountant - 1986 to present

Charles River Ventures, Inc., Boston, MA

My job has evolved and changed over 18 years at Charles River, listed below are tasks performed at various times.

- Responsible for all accounting records, including all journals, cash receipts and disbursements, bank reconciliations, budgets, tax estimates, cash flow and management fee projection, preparation of financial statements for 23 partnerships, the managing corporation of Charles River Ventures, and the Pension and Profit Sharing Plans
- Preparation of quarterly financial statements for all partnerships
- Preparation of Monthly Fair Market Value reports for multiple Charles River Funds
- Preparation of all tax returns for the partnerships and corporation
- Responsible for logging and tracking of all investments, maintaining data on Analytics Data base software; initial investments, stock splits, distributions and sales
- Managed and tracked capital calls and assisted in stock distributions
- Maintained accounts payable for the corporation, entering invoices, issuing checks, corporate bank reconciliation
- Interfaced with IRS on various tax issues; calculated and paid corporate quarterly estimates; responsible for monitoring sales tax audit
- Managed payroll, making entries on the corporate side, reviewing W-2's for accuracy; monitoring payroll tax returns and tax payments in various states
- Trained new fund and corporate accountants when hired
- Acted as troubleshooter for computer network problems, handling hardware, software, and email issues
- Assisted in the design of the company's web page and full responsibility for new additions and updates of the entire site

Accounting and Computer/Software Consultant - 1986 to present

Self Employed, Boston, MA

- Set up computer systems based on evaluation of client's needs, specializing in the areas of accounting, tax, time billing, and general Windows software
- Maintained a tax preparation business; prepared Corporate, Sub-S, Trust, Partnership, Non-profit and Individual tax returns
- Functioned as a network manager for major client with 15 users on a Novell network with both MAC's and PC's
- Involved in the training of personnel in various software packages including word processing, spreadsheets, and data bases.

Senior Tax Accountant - 1981 to 1986

Deloitte & Touche, Boston, MA

- Preparation of all types of tax returns including Individual, Partnership, Corporate, Trust, Non-Profit and Payroll Returns
- Functioned in a consulting capacity in setting up accounting systems for emerging businesses
- Involved in the hiring, supervision, and training of entry level personnel

Manager Credit Union - 1979 to 1980

Children's Hospital Medical Center, Boston, MA

- Complete operation of the Credit Union, including loan and investment portfolios
- Financial statement preparation, collection of accounts receivable, and various marketing promotions

Office Manager - 1967 to 1979

Essexbank, Peabody, MA

- Complete responsibility of teller line, cash control, and general security of the bank
- Customer servicing including all types of accounts, and loan approval
- Acquired extensive bank experience in all major departments including transit and bookkeeping departments
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EDUCATION

Bentley College, Waltham, MA

Bachelor of Science in Accounting. Graduated Cum Laude, 1983

