Claire Underhill

Summary

Foundationally strong, detail-oriented, and highly organized Certified Public Accountant who is beginning a Music Business graduate program of study at NYU.

Experience

PwC – Boston, MA

Assurance Senior Associate

07/2020 – 07/2022

- As an audit engagement lead, I managed and coached between 5 and 15 associates and senior associates on matrix structured teams to ensure engagement work delivered was accurate and timely.
- Led communications daily with clients, international teams, internal specialist groups, and frequently changing engagement staff, while prioritizing fostering positive relationships.
- Analyzed large data sets within Excel, Alteryx, Tableau, and other in-house software applications.

Assurance Associate

01/2019 - 07/2020

- Contributed to 300+ independent audit opinions with advanced use of Excel, onboarding of 30+ local and international team members to new, industry-specific internal software, and by working collaboratively with team members of all levels for both public and private engagements.
- Early promoted to Senior Associate.

Advance Intern

01/2015 - 05/2017

- Participated in 25+ institutional and mutual fund audits and 30+ partnership tax returns over three 5-month busy season internships.

Capital Link – Boston, MA

Staff Accountant

07/2015 - 08/2017 (summers)

- Supported the Finance Director and COO by monitoring receivables, processing payables, and assisting with monthly closes and annual audits.

Volunteer

BUILD Student Mentor – Boston, MA

09/2019 – 09/2021

- Counseled high school students to improve personal and educational motivation through entrepreneurship, focusing on post-graduation paths and college preparedness for older students.

Contacts

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Certifications

- Certified Public Accountant

Skills

- GAAP research and application
- MS Excel, MS Word, MS PowerPoint, Google Suite, Alteryx, Tableau
- Comprehensive audit testing, most notably:
  - Reconciliations of third-party statements to accounting records
  - Valuation of equity, debt, money market, and derivative securities
  - Internal controls (SOC-1) review
  - Expense and fee contract review
- Team leadership and relationship building

Education

New York University – NYC, NY

MA, Music Business

09/2022 – 05/2024

Northeastern University – Boston, MA

BS, Business Administration, Accounting Concentration

09/2013 - 05/2018

- Co-Chair of Compass, an accounting and finance entrepreneurship program