

# **Sarah L. O'Rourke, CPA, MSPA**

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## **Professional Summary**

Experienced instructor with a current CPA license as well as a background in both public and private accounting. Education includes both an M.S. in Professional Accounting from Seton Hall University and a B.S. in Accounting from Rutgers University. Possessing excellent organizational and verbal communication skills along with an outstanding ability to engage and motivate students. Seeking a position where I can continue to use my education, skills and teaching methods to work with students and contribute towards their learning and development.

## **Teaching Experience**

**Rutgers Business School**, New Brunswick, NJ

January 2019 - present

### **Instructor of Professional Practice**

- Recipient of the 2021 Thomas H. Mott Jr. Excellence in Teaching Award.
- Work as a full-time instructor to prepare and present course materials for Advanced, Managerial, Introduction to Financial Accounting, and Accounting for Engineers classes.
- Utilize various teaching methods such as detailed class handouts, examples and PowerPoint presentations to assist students in learning class materials.
- Work with students both during and outside of class when extra help is needed.
- Create and grade homework assignments and exams to evaluate student performance.
- Experience teaching both during the regular semester and also the more fast-paced summer session. Experience now also includes remote instruction.
- Student evaluations each semester have been consistently positive (including during remote instruction).
- Serve as chairperson of the AIS committee on improving CPA Exam pass rates, implementing various methods to encourage student success.
- Coordinator of Road to CPA New Brunswick program, providing extensive resources to students on their path to CPA licensure including the development of a new course designed to review the FAR section of the exam.

**Rutgers Business School**, New Brunswick, NJ

December 2008 – January 2019

### **Lecturer**

- Prepared and presented course materials for Advanced and Introduction to Financial Accounting classes.
- Utilized various teaching methods such as detailed class handouts, examples and PowerPoint presentations to assist students in learning class materials.
- Worked with students both during and outside of class when extra help was needed.
- Created and graded homework assignments and exams to evaluate student performance.
- Experience teaching both during the regular semester and also the more fast-paced summer session.
- Student evaluations each semester were consistently positive.

**Monmouth University**, West Long Branch, NJ

January 2016 - May 2016

### **Adjunct**

- Prepared and presented course materials for Principles of Financial Accounting class.
- Utilized various teaching methods such as detailed class handouts, examples and PowerPoint presentations to assist students in learning class materials.
- Worked with students both during and outside of class when extra help was needed.
- Assigned and graded homework, in-class presentations, projects, quizzes and exams to evaluate student performance.

## Related Professional Experience

**PS Property Maintenance**, Neptune, NJ

March 2010 - April 2016

### Co-Owner

- Prepared all sales, payroll and income tax filings.
- Handled all customer contracts and billing.
- Compiled financial statements, receivables reports, pricing spreadsheets and forecasts used in managing business.
- Assembled pricing information and proposals for new customers.

**Amboy Bank**, Old Bridge, NJ

December 2009 - January 2011

### Accounting Supervisor

- Used profitability model to compile monthly forecast projections.
- Prepared monthly financial statements and various other reports such as FDIC call reports, for both Board and regulatory review.
- Oversaw month-end close process and various other accounting department functions, such as accounts payable and wire desk.
- Reviewed reconciliations.

**FIS Banking Solutions (formerly Metavante Corporation)**, Iselin, NJ

November 2007 - November 2009

### Senior Accountant/Analyst

- Prepared monthly revenue and expense forecasts by working with managers from multiple departments such as Sales, Development, Customer Support, and Marketing.
- Completed monthly close process including preparation of journal entries, determination of revenue recognition, and analysis of income statement and balance sheet variances.
- Worked with other Finance professionals in the organization to summarize and analyze financial information for senior business leaders, such as forecast risks and opportunities. Created customized reports and documents.
- Oversaw all functions of the Accounting/Finance department for my location, such as billing, collections, and commission payments. Reviewed and approved invoices and payments, coordinated collections efforts.
- Used PeopleSoft accounting software and other tools such as Hyperion Planning and Hyperion Analyzer.

**WilkinGuttenplan, P.C.**, East Brunswick, NJ

October 2003 - November 2007

### Senior Staff Accountant

- Managed audits from start to finish, including preparation of financial statements and presentation to clients.
- Supervised staff of one to two people to complete audits, reviews, and compilations, prepared budgets, and provided other accounting services such as tax preparation.
- Designed and organized training programs for interns and new staff members, provided training.
- Used GoSystem Audit and Tax software, Quickbooks, and RIA research tools to support clients' needs.

## Education

**M.S. Professional Accounting**      Seton Hall University

May 2003 - August 2005

**B.S. Accounting**      Rutgers University

September 1999 - May 2003

## Volunteer Experience

**Treasurer, Shark River Hills Elementary School PTA**

May 2018 - present

- Moved from Corresponding Secretary to the Treasurer role. As Board Treasurer, attend PTA meetings and make decisions related to fundraising and student activities. Responsible for managing the funds of the organization, including budgeting, bookkeeping, and analysis of cash flows. Also serve as chair for several events such as the Book Fair and the school's Sweetheart Dance.

**Corresponding Secretary, Shark River Hills Elementary School PTA**

May 2017 - May 2018

## Relevant Skills

- Approachable and easy to talk to. Good resource for students with questions on class materials, the CPA exam, internships, etc.
- Comfortable with public speaking. Excellent written and verbal communication skills.
- Able to work independently with little supervision.
- Proficient in Microsoft Excel (functions such as VLOOKUP, pivot tables), Word, PowerPoint.
- Passed all parts of CPA Exam on first try.