

Robert Smith

Senior Accountant

CONTACT DETAILS

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PERSONAL STATEMENT

Dedicated Accountant with over 10 years of experience and proficiencies in account management, flow, reporting, and across many business areas. Business experience in financial analysis and management. Attention to detail in client management, evaluating economic and business trends, completion of financial details, and organizational skills. Results oriented leader with process management skills to complete tasks within budget and on time. Adept at financial review, research, and analysis in a fast paced environment.

SKILLS

Quickbooks, Microsoft Office, ADP Payroll, ProSystem Fx Tax, CCH Practice Management, Abacus Accounting

WORK EXPERIENCE

Senior Accountant

ABC Corporation - January 2011 - Present

Responsibilities:

- Performing general accounting and financial activities including journal entry preparation and posting as well as account analysis and accrual/reserve analysis.
- Developing financial statements including balance sheet, income statement and cash flow.
- Continuously monitoring all financial and statistical reports for accurate completion of the Federal Emergency Management Agency (FEMA) financial statement.
- Preparing financial and business related analysis and research in such areas as financial and expense performance, rate of return, depreciation, working capital, and investments.
- Working closely with other finance teams and with other departments to receive, retrieve and consolidate data and ensure data integrity in reporting.
- Analyzing monthly department budgeting and accounting reports to maintain expenditure controls.
- Consolidating monthly reporting packages, forecasts, and annual budgets and analyze trends in revenue, expense, capital expenditures, and other related areas.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Accountant

ABC Corporation - July 2007 - December 2010

Responsibilities:

- Reviewed, analyzed, processed and maintained accounting and financial transactions and records to ensure operational quality and efficiency measures are achieved.
- Performed a variety of accounting functions that supported organization-wide operations and maintained the accuracy of general and expenditure ledgers and financial systems.
- Accomplished daily and monthly receiving of bank deposits and subsequent cash and billing adjustments to corresponding accounts.
- Assisted with invoicing, processing payments and resolving collection issues.

- Contributed to the preparation of year-end closings and its accompanying financial reports.
- Performed analyses on source documents such as accounting exception reports and trial balance for adequacy and completeness, identified discrepancies and accounting problems and provided corresponding solutions.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Bachelor Of Science in Accounting - 2006 (University Of Maryland Eastern Shore - Princess Anne, MD) Master Of Science in Public Accounting - (Strayer University-Maryland - Rockville, MD) BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION - (Kent State University - Kent, OH)