

ROBERT SMITH

Accountant II

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SUMMARY

Senior Accountant/Accounting Manager with ten years of experience implementing accounting systems with a comprehensive knowledge of general accounting, audit, and tax. Through knowledge of all aspects of accounting operation and analysis. Proven ability to manage all aspects of accounting operation, including accounts payable, cash disbursements, accounts receivable, cash receipts, financial analysis and monthly and year-end closing assistance, schedules and responses to an audit request.

CORE COMPETENCIES

Quick Book, Microsoft Office Suite, Effective Team Player, Project Management, Research & Time Management, Results-oriented, Jenark C3

PROFESSIONAL EXPERIENCE

Accountant II

ABC Corporation - May 2010 – Present

Key Deliverables:

- Facilitating the management of unit owner receivable, including monthly condominium assessments, work order receivables and other services for residents, tenant and unit owners.
- Assisting the preparation of a \$15,000,000 annual budget for a condominium association of 1,460 units, including a five-year capital expenditure schedule.
- Assisting financial management company with the preparation of the monthly financial statement.
- Preparing monthly management report for accounting, including data to explain budget variances.
- Performing monthly reconciliation of bank statements, reserving fund expenditures and oversee the processing of month-end balancing.
- Communicating with residents regarding financial issues (past due assessments, acting as an intermediary between resident and financial management company in the case of billing disputes, etc.).
- Evaluating the monthly preparation of summarized financial statements, including balance sheet, income statement, cash flow statements, and general ledger.

Accountant

ABC Corporation - December 2009 – April 2010

Key Deliverables:

- Maintained an operational budgeting system and execute day to day ledger maintenance that records financial transactions.

- Attended the monthly budget meeting and other committee meetings as required to present financial information.
- Researched and corrected discrepancies from modules such as payroll, accounts payable and fixed assets systems.
- Communicated monthly with each owner to ensure support expectations from the company were being met.
- Analyzed balance sheet accounts and prepared balance sheet reconciliation schedules.
- Prepared general ledger closing and produced revenue and gross profit analysis.
- 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 - 2008 (George Mason University, School Of Management Fairfax - Fairfax, VA) Master Of Science in Public Accounting - (Strayer University-Maryland - Rockville, MD) BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION - (Kent State University - Kent, OH)