

ROBERT SMITH

Accountant III

Phone: (0123)-456-789 | Email: info@website.com | Website: Website.com

SUMMARY

Detail-oriented, efficient and organized Accountant III with extensive experience of 19 years in the accounting system. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of projects, effective at multi-tasking. To obtain a challenging position in the Accounts Payable or Accounts Receivable departments to support controller and the Accounting Team in accomplishing company objectives.

CORE COMPETENCIES

Microsoft Office Excel And Word, Troubleshooting, Taking Initiative And Problem Solving, Highly Organized, Punctual, Responsible And Reliable, Focused, Detailed And Team-work Oriented

PROFESSIONAL EXPERIENCE

Accountant III

ABC Corporation - February 2009 – May 2014

Key Deliverables:

- Assisted controller with month end reconciliation by preparing journal entries, AP month end accrual, reversing entries, and re-classing entries.
- Performed account research and created ad-hoc reports to assist the controller with financial analysis.
- Analyzed AP aging turns ratio and performed a weekly review of ap aging with controller for cash flow projection purposes.
- Strategic planning with controller for ap check disbursements based on vendor terms and ap turns ratio to maximize cash flow.
- Ensured that AP is migrating towards best industry practices that will generate higher efficiency, enhance reporting and improve tracking capabilities.
- Collaborated with internal and external auditors in developing, maintaining, and enforcing SOX narratives to ensure proper controls are followed for quarterly and annual audits and reviews.
- Prepared the weekly operational report which served as a benchmark for the Vice President of operations and other management groups to review strategic organizational objectives.

Accountant

ABC Corporation - January 1995 – January 2009

Key Deliverables:

- Performed monthly consolidation of financial statements and month-end closings for assigned business units ensuring accurate collection and reporting of data.
- Performed analysis on a monthly basis of balance sheet accounts assigned and reports findings to management.

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- Prepared various accounting schedules, report and analysis, annual tax return and monthly sales tax schedules.
- Implemented improved processes and methods to generate higher efficiency and to optimize workflow.
- Set-up and maintained approved vendor list with w9 forms, references, and vendor approval forms.
- Directly responsible for petty cash, non-ar bank deposits, and inter-company transactions.
- 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 Arts in Finance/Accounting - (California State University Of Fullerton) Associates in Arts in Business Administration - (Miami Dade College - North Miami, FL) Associates in Business Administration - (JAMESTOWN COMMUNITY COLLEGE)