

ROBERT SMITH

Staff Accountant

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Phone: (0123)-456-789

SUMMARY

Professional Staff Accountant with 15 years' experience supporting CEO/Owners with environments such as Service and Financial industries. Sincere, loyal and dedicated individual. A well-rounded finance professional with an in-depth understanding of the financial reporting, asset valuations, fund accounting, budgeting, financial analysis, and other corporate finance areas. I am available and eager to apply my dedication, strong analytical, quantitative and interpersonal skills to a Finance/Accounting position.

SKILLS

Quickbooks, Excel, Word, Accpac, Powerpoint, Access, Peachtree Accounting, ADP, Paychex

WORK EXPERIENCE

Staff Accountant

ABC Corporation - February 2010 – Present

- Maintaining accounts receivables preparing invoices, posting receipts, credit card transactions, collection calls and letters, running A/R aging reports and analysis.
- Maintaining accounts payables matching purchase orders to the job, posting payables, preparing checks for payments, calling vendors for credit adjustments, maintaining credit applications and limits, collecting lien waivers, collecting and verifying the certificate of insurance, running A/P aging reports and analysis.
- Managing payroll functions collecting, reviewing and entering employees daily time for job costing, job scorecard and labor tracking.
- Preparing bi-weekly payroll, making 941, 940, state and city tax deposits.
- Maintaining employee files, maintaining W-4, MO-4, and I-9 forms and reporting, maintaining and reviewing H2B documentation.
- Preparing monthly and quarterly payroll tax reports, verifying and preparing annual payroll tax returns and W-2s.
- Reviewing all insurance policies annually and consider additional bids as the need requires.

Accountant

ABC Corporation - January 2001 – March 2007

- Managed fixed assets which include entries for capitalizing, disposing and updating depreciation schedule along with FA register.
- Maintained fixed asset schedules and depreciation reports for financial and tax reporting.
- Maintained all cash accounts monthly bank reconciliation, line of credit, credit card transactions and reconciliations and cash flow projections.
- Maintained, reviewed and prepared daily, monthly and annual division and consolidated financial statements (balance sheet, income statement, and cash flow statement).
- Managed, analyzed and reported to department heads profitability and variances.

- Prepared spreadsheets for balancing, tracking, analyzing, and reporting information specific to business needs.
- 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.

SCHOLASTICS

- Bachelor Of Science in Accounting - (University Of Missouri-St. Louis - St. Louis, MO)Associate in Applied Science in Legal Assistant - (St. Louis Community College-Florissant Valley)Associate - (Accounting Davenport University - Bay City, MI)