

# ROBERT SMITH

## Accountant/Financial Analyst

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Trustworthy Accountant/Financial Analyst focused on honoring and maintaining Company ethics. Preserving confidentiality is critical when sensitive information is presented in complex situations. An ambitious self-motivated individual possessing exceptional research and analytic abilities to make sound judgments. To become an integral part of a well-established and respected organization where my leadership and communication skills can be effectively utilized. Committed to using my knowledge, experience, and networking with professionals to continuously add value to my personal skill set to benefit the company and industry.

## EXPERIENCE

### Accountant/Financial Analyst

#### ABC Corporation - OCTOBER 1996 - PRESENT

- Providing job costing services for 50+ construction contracts and communicating with the general contractor to coordinate the completion of awarded contracts.
- Ensuring contracts were properly executed by all parties and clarify contractual requirements.
- Coordinating and maintaining records of insurance coverage as required for contracts.
- Collecting vendor invoices, comparing to the estimated costs and preparing for payment accordingly.
- Providing additional accounting services to various industries and entity types including non-profit, corporations, sole proprietors and partnerships in preparation for annual tax returns.
- Maintaining current knowledge of changing tax laws as applicable to various industries is crucial.
- Responsible for the compilation of client records to analyze financial data to facilitate a discussion regarding future cash requirements and liabilities.

### Accountant

#### ABC Corporation - JULY 1995 - AUGUST 1996

- Balanced settlement accounts for negotiable items to general ledger using reports provided by business partners.
- Reported and reconciled revenue used by the corporate office at the end of each accounting cycle.
- Approved/denied credit applications and process credit cards, posting daily bank deposit & taking to the bank.
- Oversaw all bank activity during bankruptcy, ensuring compliance with shareholder and trustees requirements.
- Customized financial statements for bankruptcy court and prospective buyers.

- Responsible for general ledger and financial reporting for the regional center of 250 branches.
- 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

- B.S. in Accounting - 1994 (University Of Central Oklahoma)Spanish - (Front Range Community College - Boulder, CO)Spanish - (Copper Mountain College - Joshua Tree, CA)

## SKILLS

Quickbooks, Excel, Throughput Accounting, Theory Of Constraints, Powerpoint, Microsoft Word, GL Maintenance, Bank Reconciliations, Budget Monitoring, Payroll Processing