

SENIOR ACCOUNTANT

Professional Summary

Senior accountant who completes accounting activities with accuracy and speed with extensive experience in full life cycle of general ledger accounting

Skills

- Aderant/CMS
- Excel
- QuickBooks Pro
- SQL
- Access
- Peachtree
- Hyperion
- Financial reporting
- US GAAP principles
- IFRS
- Bookkeeping
- Budget development
- Individual tax returns
- Essbase

Work History

Senior Accountant Mar 2006 - Current

Company Name City, State

- Reconcile various balance sheet accounts not limited to cash and liability accounts, including bank statements, for the purpose of maintaining the accuracy of the general ledger in accordance with cash, GAAP, and various international tax legislative basis.
- Perform the primary liaison function for the interim and annual audits performed by Deloitte.
- Perform assigned schedules for interim and annual audits.
- Assist auditors with understanding of firm's internal controls which include revenue and expenditure cycle.
- Review and analyze journal entries from the original accounting source and if a variance from the general ledger is found, initiate discussions with specialists in accounts receivable, accounts payable, payroll, and tax department to resolve the discrepancy.
- Review and analyze international payrolls in aspect of income tax, local tax, consumption tax, and fringe benefit deductions for Seoul, Shanghai, and Tokyo office and upload into Aderant/CMS for posting into the general ledger.
- Analyze and reconcile value added tax for Vienna and Seoul office
- Resolve currency fluctuation issues and record gains/losses related to currency exchange rates for the international offices of the firm by using currency mode journal entries.
- Analyze expatriate expenditures on monthly basis to be reported on W-2 form
- Prepare initial K-1 schedules to be filed by tax department
- Prepare month-end various accrual journal entries including base wage, bonus, occupancy, prepaid property insurance, telecommunications, and catering accruals.
- Prepare and analyze expense allocations from firm general to local offices on a monthly basis.
- Review and analyze inter-company transactions for Seoul, Shanghai, Tokyo, and Vienna office
- Prepare monthly financial statements, which are shared with the partners and management of the firm
- Assist in translation of various fixed asset invoices from Seoul and Tokyo office and other Asian offices' travel expense reports.
- Notable accomplishments: Found material misstatement in prepaid property insurance for the first quarter of '08 and made prospective adjustments to the related general ledger accounts.
- Provided clarity in Japanese payroll systems associated with health, welfare, and childcare allowance to the management and made prospective adjustments to the related general ledger accounts.

Accountant Jan 2005 - Mar 2006

Company Name City, State

- Maintain financial records in accordance with GAAP to be reported to a parent company and investors.
- Analyze & reconcile G/L accounts and prepare semi-annual, and end year B/S, I/S, and statement of cash flows Coordinate with warehouse manager to ensure daily shipping schedules.
- Communicate with outside company's designated CPAs when tax issues arise.
- Establish master employee payroll record file for information entry into payroll system
- Receive & compute hours, make deductions for 401K, health insurance, and other adjustments thru Paychex Prepare loan applications and maintain factoring arrangements with A/R schedule.
- Assist in training, guidance and coordination of accounts payable, accounts receivable, and other departments and site personnel.
- Performed semi-annual inventory valuation.

Financial Analyst Aug 2002 - Jan 2005

Company Name City, State

- Manage and forecast funds for Palm Desert National Bank sponsored 350 ATM terminals averaging 2.5 million on a weekly basis.
- Reconcile & settle, and act as lead accountant for Innobeta Systems, Inc., (affiliate of Money Marketing, Inc.).
- Prepare monthly Profit and Loss reports as to surcharge and interchange.
- Analyze communication and armor carrier expenses as a temporary M&A team member during due diligence procedure of ATM World Corp.
- Analyze processing costs and network fees in terms of EFTs.
- Prepare audit work papers, confirmations and other documentation to make the audit efficient and hold on audit fees in connection with annual audit.

- Perform analysis of general ledger accounts; prepared journal entries and adjustments to facilitate closings.
- Assist in the preparation of full financial statements and footnotes for investors and lenders.
- Review work of staff and operations to assure that certain daily procedures and reconciliations were performed routinely according to policies and procedures.
- Translate and prepare documents pertaining to defective parts of ComNet ATM Series assembled and distributed by Nextran Industries, a subsidiary company of Chungho ComNet Co., Ltd.
- Consult private investors and customer services.

Education

Bachelor of Business Administration : Accounting August 2002

TEMPLE UNIVERSITY City , State

Accounting Audit Project: "Identifying potential risks that would impact the audit of Xerox Corp." Select Courses: Advance Accounting, Accounting Information System, Auditing & Assurance Services, Taxation

Interests

- World travel/Photography/Golf/Soccer/Movie/Fashion

Certifications

- Certified Public Accountant, New York State, Date of issued: 03/04/2015, License number: 117205

Additional Information

- Activities: Vice President, APS (Accounting Professional Society) at Temple University, 2001 - 2002