

GENERAL ACCOUNTANT

Summary

Team-oriented accountant, successful at managing multiple projects and consistently meeting deadlines under Budget forecasting Excellent managerial techniques Account reconciliation Strong organizational skills Cash Management Proficient in QuickBooks, Intacct, Financial statement reporting Excel, Word

Experience

01/2016 to 11/2016

General Accountant

Treasury Manager

- Comply365 * Beloit, WI Manage accounting operations including AP, AR, and Payroll/Benefits Assist with monthly/year-end close and annual audit Cash Management-produce cash forecast and manage cash flow Assist the CFO with the production of monthly financials, management reports, and board packages.
- Maintain confidential information Prepare monthly and annual expense forecasts Analyze costs and revenues to project future trends Prepare and maintain Cap Table.

Staff Accountant Company Name i¼ City , State

- Comply365 * Beloit, WI AR-Prepared Client Invoices and researched and resolved collections and billing disputes AP-Processed Invoices and researched and resolved billing and invoice issues Reconciled all bank and credit card accounts.
- Processed payroll, electronic deposits and employee pay adjustments.
- Reduced time and costs and increased efficiency by introducing new accounting procedures and software.
- Conducted month-end balance sheet reviews and reconciled any variances.

Education

Bachelor of Science : Accounting Upper Iowa University i¼ City , State Accounting

Bachelor of Science : Business Administration University of Illinois Business Administration Champaign/Urbana, IL 2015-16 Director of Finance -

Hononegah Youth Soccer Association

Skills

accounting, AP, AR, balance sheet, Benefits, billing, cash flow, Cash Management, credit, Client, Finance, financials, Director, Payroll, year-end