

## STAFF ACCOUNTANT

TAM BUI

### Professional Summary

To pursue a challenging and reward career, which will allow me to utilize my background in accounting and business environment Ability to multi-task in a high paced deadline driven environment \*Excellent in Microsoft Word, Microsoft Excel, and Microsoft Outlook \*Experience in DBA accounting software as well as other accounting software such as Imaginary or EVO software

To pursue a challenging and reward career, which will allow me to utilize my background in accounting and business environment Ability to multi-task in a high paced deadline driven environment

Excellent in Microsoft Word, Microsoft Excel, and Microsoft Outlook

Skilled accountant with experience in the manufacture industry. Familiar with many accounting software such as DBA, Imaginary, Mainframe (AS400).

Areas of expertise include AR, AP, accounts reconciliations, GL accounts, accrual accounts, month end closing procedures.

To pursue a challenging and reward career, which will allow me to utilize my background in accounting and business environment Ability to multi-task in a high paced deadline driven environment

Excellent in Microsoft Word, Microsoft Excel, and Microsoft Outlook

Skilled accountant with experience in the manufacture industry. Familiar with many accounting software such as DBA, Imaginary, Mainframe (AS400).

Areas of expertise include AR, AP, accounts reconciliations, GL accounts, accrual accounts, month end closing procedures.

### Skills

- Self-motivated
- Budgeting and finance
- Strong verbal communication
- Conflict resolution
- Powerful negotiator
- Extremely organized
- Self-motivated
- Budgeting and finance
- Strong verbal communication
- Conflict resolution
- Powerful negotiator
- Extremely organized
- Self-motivated
- Budgeting and finance
- Strong verbal communication
- Conflict resolution
- Powerful negotiator
- Extremely organized

### Work History

Staff Accountant Jan 2005 - Current

Company Name City , State

- Maintain general ledger to include the preparation of journal entries, coding of invoices, accounts analysis and reconciliation, closing books monthly, balance sheet and income statement reconciliations Responsible of the AR and AP processes and the timely collection of receivables and resolution of issues/discrepancies File 1096 and 1099's forms and reports with government agencies annually Perform general accounting and other related duties in the daily administration of Accounting department Perform bank reconciliation monthly, verify all deposits, and address questions and problems from banking institutions Prepares weekly cash activities and monthly cash flows forecast to help the upper management team with financial budget planning Reports and bank reconciliations; uses online banking tools to ensure accurate report preparation and timely identification of exception items, as necessary.
- Assist in preparation of monthly financial reports to include preparation of monthly balance sheet and income statement Prepare timecards for company payroll and other temporary agencies Maintain and set up new customers/vendors accounts.

Staff Accountant Jan 2005 - Current

Company Name City , State

- Maintain general ledger to include the preparation of journal entries, coding of invoices, accounts analysis and reconciliation, closing books monthly, balance sheet and income statement reconciliations Responsible of the AR and AP processes and the timely collection of receivables and resolution of issues/discrepancies File 1096 and 1099's forms and reports with government agencies annually Perform general accounting and other related duties in the daily administration of Accounting department Perform bank reconciliation monthly, verify all deposits, and address questions and problems from banking institutions Prepares weekly cash activities and monthly cash flows forecast to help the upper management team with financial budget planning Reports and bank reconciliations; uses online banking tools to ensure accurate report preparation and timely identification of exception items, as necessary.
- Assist in preparation of monthly financial reports to include preparation of monthly balance sheet and income statement Prepare timecards for company payroll and other temporary agencies Maintain and set up new customers/vendors accounts.

Sr. Accountant Jun 2017 - Current  
Company Name City , State

- Validate and process Warranty/Royalty claim accounts for payment requests
- Update and maintain inventory standard cost for all divisions
- Reconcile travel expense reports and prepare check request for reimbursement
- Prepare shipments cutoff tests for month end closing
- Interact with internal and external clients, vendors, partners and other key stakeholders. Apply best practices in credit and collections to meet business needs and objectives.Â
- Reconcile commercial & military customer accounts.
- Â Contact customers to collect overdue accounts. Report the reasons for late payments and escalate within the organization to help achieve a timely resolution.
- Reconcile account receivables/inter-company sales and prepare journal entries for month end closing

Staff Accountant Jan 2005 - Current  
Company Name City , State

- Maintain general ledger to include the preparation of journal entries, coding of invoices, accounts analysis and reconciliation, closing books monthly, balance sheet and income statement reconciliations Responsible of the AR and AP processes and the timely collection of receivables and resolution of issues/discrepancies File 1096 and 1099's forms and reports with government agencies annually Perform general accounting and other related duties in the daily administration of Accounting department Perform bank reconciliation monthly, verify all deposits, and address questions and problems from banking institutions Prepares weekly cash activities and monthly cash flows forecast to help the upper management team with financial budget planning Reports and bank reconciliations; uses online banking tools to ensure accurate report preparation and timely identification of exception items, as necessary.
- Assist in preparation of monthly financial reports to include preparation of monthly balance sheet and income statement Prepare timecards for company payroll and other temporary agencies Maintain and set up new customers/vendors accounts.

Sr. Accountant Jun 2017 - Current  
Company Name City , State

- Validate and process Warranty/Royalty claim accounts for payment requests
- Update and maintain inventory standard cost for all divisions
- Reconcile travel expense reports and prepare check request for reimbursement
- Prepare shipments cutoff tests for month end closing
- Interact with internal and external clients, vendors, partners and other key stakeholders. Apply best practices in credit and collections to meet business needs and objectives.Â
- Reconcile commercial & military customer accounts.
- Â Contact customers to collect overdue accounts. Report the reasons for late payments and escalate within the organization to help achieve a timely resolution.
- Reconcile account receivables/inter-company sales and prepare journal entries for month end closing

Sr. Accountant May 2005 - Jun 2017  
Company Name City , State

- Maintain general ledger to include the preparation of journal entries, coding of invoices, accounts analysis and reconciliation, closing books monthly, balance sheet and income statement reconciliations Responsible of the AR and AP processes and the timely collection of receivables and resolution of issues/discrepancies File 1096 and 1099's forms and reports with government agencies annually Perform general accounting and other related duties in the daily administration of Accounting department Perform bank reconciliation monthly, verify all deposits, and address questions and problems from banking institutions Prepares weekly cash activities and monthly cash flows forecast to help the upper management team with financial budget planning Reports and bank reconciliations; uses online banking tools to ensure accurate report preparation and timely identification of exception items, as necessary.
- Assist in preparation of monthly financial reports to include preparation of monthly balance sheet and income statement Prepare timecards for company payroll and other temporary agencies Maintain and set up new customers/vendors accounts.

Controller Assistant Jan 1999 - Jan 2004  
Company Name City , State

- Worked directly with controller in preparation for monthly and yearly financial statements.
- Assisted all the accounting field such as Accounts Payable, Accounts Receivable, Prepaid accounts.
- Bank Reconciliation for monthly, quarterly, and year end.
- Assisted on cash collection.

Controller Assistant Jan 1999 - Jan 2004  
Company Name City , State

- Worked directly with controller in preparation for monthly and yearly financial statements.
- Assisted all the accounting field such as Accounts Payable, Accounts Receivable, Prepaid accounts.

- Bank Reconciliation for monthly, quarterly, and year end.
- Assisted on cash collection.

Sr. Accountant Jun 2017 - Current  
Company Name City , State

- Validate and process Warranty/Royalty claim accounts for payment requests
- Update and maintain inventory standard cost for all divisions
- Reconcile travel expense reports and prepare check request for reimbursement
- Prepare shipments cutoff tests for month end closing
- Interact with internal and external clients, vendors, partners and other key stakeholders. Apply best practices in credit and collections to meet business needs and objectives.
- Reconcile commercial & military customer accounts.
- Contact customers to collect overdue accounts. Report the reasons for late payments and escalate within the organization to help achieve a timely resolution.
- Reconcile account receivables/inter-company sales and prepare journal entries for month end closing

#### Skills

Accounts Payable, bank reconciliations, Bank Reconciliation, financial reports, financial statements, general ledger

#### Education

Bachelor of Business Administration Degree : Accounting Business Administrative 1999

Western Michigan University City , State

Accounting Business Administrative

Bachelor of Business Administration Degree : Accounting Business Administrative 1999

Western Michigan University

Accounting Business Administrative