

STAFF ACCOUNTANT

Summary

Professional accountant with an outstanding work ethic and integrity seeking to make a valuable contribution utilizing strong analytical, organizational, communication, and computer skills. Summa Cum Laude graduate with BBA in Accounting *Eight years of accounting experience *Three years of public accounting experience in governmental auditing *Five years of private industry accounting and tax experience *Experience utilizing Microsoft Office, Microsoft Dynamics AX, CaseWare, Ohio Auditor of State GAAP Reporting System, OneSource, SBT, SysPro, and Crystal Reports *Ohio Notary Public (Commission expires February 15, 2021)

Skills

- Analytical reasoning
- Compliance testing knowledge
- Effective time management
- Public and private accounting
- Strong organizational skills
- General ledger accounting
- Superior research skills
- Flexible team player

Experience

Staff Accountant

January 2016 to Current Company Name i7/4 City , State

- Responsible for managing collections from customers by evaluating payment plans, payment history and, if need be, contacting a company's collections department to receive payment.
- Overseeing customer accounts and maintaining working relationships between a company and its clients are essential tasks for an accounts receivable clerk.
- generate weekly financial reports to track all accounts receivable.
- This includes totaling all revenue and unpaid receivables and constantly keeping financial records up to date.
- assist with month-end closing.
- generate and send out invoices.
- review AR aging to ensure compliance.
- investigate and resolve customer queries.
- Communicate with clients about billing discrepancies and questions.
- Initiate collections on past-due accounts.
- Assist with sales and use tax audits and correspondence.

Senior Accountant

January 2016 to January 2016 Company Name i7/4 City , State

- Responsible for the preparation of financial statements in accordance with either generally accepted accounting principles (GAAP) or on a cash basis for governmental entities.
- Prepared asset, liability, and capital account entries by compiling and analyzing account information.
- Reconciled financial discrepancies by collecting and evaluating account information.
- Maintained accounting controls by preparing and recommending policies and procedures.
- Developed familiarity with working papers, report formats, and accounting systems of the client.
- Preserved good working relationships with clients.
- Assisted on audits as needed.

Tax Analyst

January 2012 to January 2015 Company Name i7/4 City , State

- Responsible for preparing sales and use tax returns as well as other tax-related filings including, but not limited to, business licenses, annual reports, and business registrations.
- Analysis, formatting, and reporting of sales tax for multiple states for main company and subsidiaries.
- Research various technical tax issues.
- Assist with sales and use tax audits and correspondence.
- Personal property taxes and annual returns for multiple states.
- Analysis and preparation of local income tax returns utilizing OneSource tax software.
- Registration and dissolution of entities with Secretaries of State for income and sales tax purposes.
- Manage and complete other projects as needed.

Staff Accountant II

January 2009 to January 2011 Company Name i7/4 City , State

- Responsible for analysis of financial information and preparation of financial reports to determine and maintain records of assets, liabilities, profits and losses, tax liabilities, and other financial activities.
- Responsible for monthly and year-end closing.
- Preparation of financial statements.
- Management of fixed assets.
- Analysis and reporting of sales tax for multiple states for main company and subsidiaries.
- Conduct weekly cash projections for main company and subsidiaries.

- Assist with accounts payable as needed.
- Manage and complete other projects as needed.

Staff Auditor II

January 2006 to January 2009 Company Name i¼ City , State

- Responsible for assisting manager level auditor and performing audits of public offices (e.g., school districts, villages, municipalities) by gathering information and documentation necessary for the execution of audit procedures.
- Performed substantive tests of specific accounts and records.
- Prepared documentation of internal accounting and administrative control systems.
- Performed tests of controls and tests of compliance with laws and regulations applicable to the client.
- Prepared necessary working papers and schedules.
- Developed familiarity with audit methodology, the audit process, audit programs, working papers, report formats, and accounting systems of the client.
- Maintained good working relationships with clients.
- Provided training and guidance to new staff auditors.

Education and Training

Bachelor of Business Administration : Accounting Kent State University i¼ City , State Accounting Graduated Summa Cum Laude 3.84 Yearly continuing professional education courses

Activities and Honors

Ohio Society of CPAs *Beta Alpha Psi *Golden Key International Honour Society *Beta Gamma Sigma

Skills

accounting, accounting systems, accounts payable, accounts receivable, administrative, AR, billing, closing, client, clients, documentation, financial, financial reports, preparation of financial reports, Preparation of financial statements, fixed assets, managing, month-end closing, policies, maintain records, reporting, Research, sales, tax, taxes, tax returns, annual reports, year-end