

## STAFF ACCOUNTANT

### Professional Profile

To advance in professional and personal experiences within Finance, Tax Accounting and Management To obtain a Staff Accountant position that will enable me to perform my best using my mathematical, numerical, accounting and analytical ability for the betterment of the organization. Highly proactive professional with 10+ years of experience in accounting and economics. Eager to achieve highest standard of accounting operations and greatest quality of work. Outstanding communication (written and spoken), drafting and computer skills. Strong critical thinking skills. High Proficiency in all computer applications. Remarkable skill at organizing work and resolving problems that arise in day to day activities. In-depth ability to work with difficult clientele in a respectful and courteous manner. Observant, intuitive and conscientious with great attention to detail. Deep ability to develop and institute processes and procedures.

### Qualifications

- Microsoft applications
- Excellent writing skills
- Research support
- Analytical skills
- Independent worker
- Time management
- Attention to detail

### Relevant Experience

#### *Accounting Skills*

- Operated computers programmed with accounting software to record, store, and analyze information.

#### *Research*

- Investigated and analyzed client complaints to identify and resolve issues.

#### *Reporting*

- Maintained status reports to provide management with updated information for client projects.

#### *Training*

- Successfully trained staff in all office systems and databases, policies and procedures while focusing on minimizing errors and generating superior results.

### Experience

Staff Accountant 04/2006 to 09/2016 Company Name City , State

- Manage the annual property tax cycle by filing personal property tax returns, managing the assessment process and approving property tax bills Provide essential support for senior tax professionals in the administration and coordination of tax engagements.
- Track and maintain client real estate tax data from various sources; municipalities, legal, US Counties, etc.
- Coordination with administration associates for data tracking, scheduling, and billing.
- Receipt, review, segregation, and process of postal tax bills and other correspondences received.
- Senior Management communications and reporting on tax accounting discrepancies in billing.
- Tax accounting and assessment data entry utilizing Property Tax Management System (PTMS); updating account numbers, collector information, Real property specifics, and other appropriate information.
- Create/execute notice of value (NOV) variance reporting through established parameters in PTMS Follow through on acquiring necessary refund(s) for erroneous fund dispersals on tax debts Obtain and assess Assessor Property Record Cards (PRC's) to identify land values on properties exceeding established thresholds Monitor Appeals and Hearing deadlines tracking for compliance.

Financial Aid Accounting Administrator 06/2004 to 04/2006 Company Name City , State

- Provide proficient daily accounting processes and procedures in accordance to the established policies within the Financial Aid Accounting Department of Bradford Schools.
- Execute and analyze financial delinquency reports to determine tuition account Verify and/or write-of debit and credit balances on inactive tuition accounts.
- Responsible for Month-End financial closing procedures which includes posting to the General Ledger accounts in Solomon Reconcile the corporate account receivables systems against an institution's account payable system.
- Perform individual account analysis after each month-end closing.
- Complete financial statement reconciliations to verify any outstanding payments, deposits, service fees, and other forms of funds in transit Write and review check requests for account refunds and route checks to appropriate financial institution.
- Perform weekly withdrawal calculations to determine account refund or deficit status Provide associate assistance, support, and advice where applicable Prepare and file monthly Sales & Use Tax online.

Customer Care Consultant 09/2002 to 04/2003 Company Name City , State

- Processed request for real estate accounts and loans through telephone communications with prospective clients.
- Responded to electronic communications regarding loan and general account status Provide staff assistance, support, and advice where applicable Adhered to establish policies and procedures.

- Performed additional duties as a mortgage consultant to include providing clients with general information on mortgage terms and products, credit ratings and options, and other customer care and support.

Computer Programmer 04/1998 to 05/2001 Company Name City , State

- Maintain and support the Banner CIS utility system by performing upgrades and modifying defects using the Oracle Forms Developer/Designer 2000 with an Oracle database.
- Full Life Cycle system development and implementation including planning, assisting, recommending, and execution of established plans for implementation Support, recommend, and implement established practices and procedures Quality assurance system testing of Banner utilities processing to include processing meter readings, generating charges, and processing payments Client code implementations and system support, dial-in client system development upgrades and bug fixes, and technical documentations for client specific system enhancements.
- System Integration Consulting and direct client contact.
- Performed business documentation for initial client system specifications.

Computer Programmer Analyst 06/1996 to 04/1998 Company Name City , State

- Development and enhancements of software to meet client needs Full Life Cycle system development and implementation Supported and maintained existing system utilizing embedded SQL within the C programming language used to read, update, fetch, and insert rows from a remote database.
- Client code implementations and system support, dial-in client system development upgrades and bug fixes for client specific system enhancements Operating platforms included OS/2 and Windows Developing, editing, and executing test tables (scripts) for proper performance.
- Technical documentation of work proposals for assignment scope, test results, and for specific install instructions for customer delivery items, applications, and requirement studies which outlined the customers' systems request.
- All technical documentation created utilizing Microsoft Word, Excel and other office documentation applications.

#### Education

Diploma : Accounting April 2004 Kings College City , State Accounting

Bachelor of Science : Computer Science May 1995 South Carolina State University Computer Science

#### Affiliations

Member of Institute for Professionals in Taxation (IPT) 2006 - Present

NC Notary 2000 - Present

#### Skills

Accounting, billing, C programming, closing, consultant, Consulting, credit, Client, clients, customer care, data entry, database, debit, delivery, documentation, editing, Senior Management, fetch, filing, Financial, Forms, Full Life Cycle, funds, General Ledger accounts, legal, managing, Excel, office, Windows, Microsoft Word, month-end closing, Oracle, Oracle database, Designer 2000, Developer, OS/2, processing payments, policies, processes, proposals, Quality assurance, read, real estate, reporting, requirement, Sales, scheduling, scripts, Solomon, SQL, System Integration, tables, Tax accounting, Tax, tax returns, Technical documentation, telephone, upgrades, utilities