

ACCOUNTANT

Summary

Experienced, detail-oriented Accountant who effectively manages multiple projects, and possesses superior organizational and communication skills is seeking a challenging position.

Skills

- Billing and Collections MS Office Suite
- Accounts Payable Accounting software
- Accounts Receivable Written and Verbal Communication Skills
- Job Costing Journal entries
- Reconciliations Pivot Tables
- Notary Commissioned

Experience

Accountant Sep 2012 to Current

Company Name 1/4 City , State

- Promoted from Account Clerk to Accountant.
- Performs General Ledger reconciliation.
- Trains new employees on accounting principles and company procedures.
- Creates periodic reports comparing budgeted costs to actual costs.
- Weekly draw down cash from the State of Missouri utilizing the Financial Reporting System.
- Facilitates Accounts Receivable, including billing and collections.
- Processes Accounts Payable using Sage software.
- Manages many budgets for several grants, awards and contracts.
- Documents fiscal procedures and revises SLATE's fiscal manual as needed.
- Forecasting for several programs and departments as requested.

Administrative Assistant Jun 2006 to Jun 2011

Company Name 1/4 City , State

- Managed office supplies, vendors, organization and upkeep.
- Cash management for various projects.
- Managed school picture program.
- Managed parking tag program.
- Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Greeted numerous visitors, including VIPs, vendors and interview candidates.
- Facilitated the changes to the student handbook each year.
- Implemented the staff and student ID program.

Accounting Manager May 2005 to Jun 2006

Company Name 1/4 City , State

- Processed and reconciled Accounts Payable.
- Processed and reconciled Accounts Receivable including deposits.
- Facilitated all Billing and Collections.
- Maintained integrity of general ledger, including the chart of accounts.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Generated financial statements and facilitated account closing procedures each month.
- Analyzed and researched accounting issues to improve accounting operations procedures.
- Performed cost analysis as needed.

Administrative Assistant And Billing Specialist Jan 1997 to May 2004

Company Name 1/4 City , State

- Accurately performed billing for three departments.
- Facilitated collections for all delinquent accounts.
- Set up new accounts including credit requests.
- Created account merge and billing process for IESI after they bought several small companies, facilitating a smooth merge of all companies.
- Performed complete payroll including payroll taxes.
- Managed the accounts payable and accounts receivable.
- Reconciliation of vendor statements.

Education and Training

Associate of Applied Science , Accounting St. Louis Community College 1/4 City , State Accounting

Honors Project Completed in Financial Accounting

Skills

accounting, Accountant, Accounting software, accounts payable, Accounts Receivable, Billing, budgets, Cash management, closing, contracts, draw, cost analysis, credit, Financial Accounting, Financial Reporting, financial statements, Forecasting, General Ledger, grants, Job Costing, MS Office Suite, office, payroll, Pivot Tables, Processes, recording, Sage, taxes, tax returns, Verbal Communication Skills, Written