

SENIOR ACCOUNTANT

Summary

Well-qualified and detail-oriented Accounting Professional with over 3 years of successful experience in positions of increasing responsibilities and duties. Capable of managing multiple projects and consistently meeting deadlines with a positive, can-do attitude. Extensive knowledge of accounting software and processes. Proficient in extracting financial data from various reporting systems and suggesting key operational changes. Equipped with a broad knowledge of accounting concepts and strategies to yield the best possible financial outcomes

Highlights

- Certified Management Accountant Candidate Expected Year 2016
- Ethical and behavioral professionalism
- Analytical reasoning
- Financial statement analysis
- Cost accounting
- ERP (Enterprise Resource Planning) software
- Accounting operations professional
- Complex problem solving
- Effective time management
- Strong organizational skills
- General ledger accounting
- Account reconciliation expert
- Flexible team player
- Strong communication skills

Accomplishments

- Achieved 10% cost reduction by renegotiating all contracts annually, matching terms with inventory turns, making better purchasing decisions, outsourcing sales teams and technicians, and eliminating other non-strategic cost
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns
- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions
- Extensive experience with the implementations of ERP systems

Work History

Company Name August 2013 to Current Senior Accountant

City, State

Company Name May 2012 to July 2013 Corp. Accountant

City, State

Company Name August 2011 to May 2012 Graduate Assistant of Economic Department

City, State

Experience

Company Name August 2013 to Current Senior Accountant

City, State

- Manage and oversee the day-to-day operations of the accounting department. Direct and plan the preparation of timely and complete financial statements that summarize and forecast business activities and financial positions in areas of income, expenses and earnings based on past, present and expected operations
- Regulate corporate funds and accounts, establish budgets, approve expenditures and provide guidance to ensure the financial solvency
- Interpret financial data and recommend action required to manage costs to achieve budget and to improve systems, financial performance
- Supervise and coordinate month- and year-end closing activities, accounts payable/receivable, general ledger, payroll, treasury, bank reconciliations, fixed asset activity, debt activity, cash disbursements, invoicing/billing, customer credits and collections, perpetual inventory integrity, cost accounting, Human Resources, and Operations etc.
- Interface with outside audit firms, banks and lessors, casualty/liability insurance agents, credit card companies, and collection agencies
- Manage and comply with local, state, and federal financial reporting requirements and tax filings
- Educated management on strategies for minimizing tax liability

Company Name May 2012 to July 2013 Corp. Accountant

City, State

- Manage all accounting operations including billing/invoicing, A/R, A/P, cash disbursement, general ledger, payroll, cost accounting, inventory, and month-end close
- Prepared monthly and quarterly financial statements to executive management for long- term financial strategizing and provide financial analysis as needed
- Coordinated with external tax accountants for income tax preparation
- Worked with management to document and offset unusual expense variances in their respective areas
- Established and executed internal controls over the company's accounting and financial procedures
- Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines
- Collaborated extensively with auditors during preliminary and year-end audit processes
- Negotiated vendor agreements and review financial contracts, financing agreements and insurance policies

Company Name August 2011 to May 2012 Graduate Assistant of Economic Department
City , State

- Assisted faculty with academic research or contract research relating to macro and finance
- Conducted statistical analysis and the development, installation, or maintenance of information technology and large set data
- Supervised undergraduate and graduate classes.

Company Name January 2010 to April 2010 Income Tax Preparer
City , State

- Intermediate level certification accredited by **Internal Revenue Service**, Department of the Treasury
- Prepared Form 8843, Form 1040, Form 1040-EZ, Form W-2 and related schedules for communities and international students

Education

Ball State University 2012 Master of Science : Accounting City , State , United States

- Coursework in:

Seminar in Financial Accounting

Accounting Capstone

Tax Planning and Research

Attestation Principles and Practices

Accounting Information Systems

International Accounting Issues

Seminar in Management Accounting

Seminar in Professional Issues

- 3.5 of 4.0 GPA
- Member of Alpha Beta Psi

Ball State University 2010 Bachelor of Science : Business Administration City , State , United States

- Coursework in:

Intermediate Accounting 1

Intermediate Accounting 2

Income Tax Accounting

ECON 201 Elementary Microeconomics

ISOM 125 Micro Applications for Business

Principles of Finance 1

Operations Management

Managing Behavior in Organizations

Business Policy and Strategic Management

Principles of Marketing

- 3.2 of 4.0 GPA

Languages

Fluent in:

- English
- Mandarin
- Cantonese

Technical Skills

NetSuite, Epicor, Sage, Quickbooks, Office Master System, Peachtree, GLACIER Tax Prep, Intuit Payroll, ChasePaymentech, Word, Excel, Outlook