

ACCOUNTANT I Summary

A business management graduate with significant experience in disability services, human resources and finance department; seeking to apply my abilities to position in a human resource department. Proven ability to deal with multiple tasks efficiently and maintain organization.

Highlights

- Extensive customer service skills
- Able to retain the confidentiality of paperwork and information
- Flexible team player and quick learner, interested in new technologies
- Able to meet deadlines and handle stressful situations in a professional manner
- Microsoft Office: Word, Excel, Access and Outlook
- Knowledge of State accounting system[MMARS system], People Soft, System 7 and client tracking system
- Excellent Communicator: Written and Verbal
- Office Experience- Ability to create reports, analyze data and manipulate data

Accomplishments

Created a Pivot table for contracts department to utilize for renewal of contracts. Received an opportunity to grow as an employee after my internship.

Work History

Experience

Accountant I 12/2010 to Current Company Name City , State

- Provide Administrative support to the Finance Unit and maintain orderly filing system for various departmental units Oversee and maintain the proper and appropriate systems for storing financial records and documents utilized by finance unit Assist Contracts and Accounts Payable department with clerical duties such as faxing, filing, copying and scanning and assisting with the creation and editing of documents, spreadsheets or PowerPoint presentations.
- Process travel reimbursements, incoming payment vouchers and financial documents in a timely and efficient manner Assist with payroll projections made for pay periods and end of the fiscal year Analyze financial reports for trends in major programs and to determine their effects on spending, and prepare financial projections accordingly Monitor internal budget for compliance with MMARS system Create quarterly report for agency Chief Financial Officer on time usage Prepare purchase orders and payment vouchers for processing Compile reports for the Senior Financial Analyst in an accurate manner Maintain organized and categorized Excel spreadsheet for auditing purposes Provide support for contracts department with entering data to internal database, mail merging of contract information, create MMARS contracts signoff sheets, and update contract's new fiscal year information.
- Confer with agency personnel and outside agencies via e-mail or telephone to resolve finance discrepancies in a timely manner.

Intern 05/2010 to 11/2010 Company Name City , State

- Assisted the Human Resources department Assisted the HR Liaison with collecting various forms (EPRS, GIC, retirement, among others), couriering important documents to various state agencies, and helping create and fill out any necessary forms Maintained strictly confidential information and file HR Documents Performed clerical duties for various units within the agency Entered weekly time sheet information for staff in various units Supervised other high school interns on various duties and projects Obtained proper signatory authorization from managers to process documents Assisted in organizing and running MCB's Summer Internship Opening and Closing Ceremonies: making name tags and certificates, attending planning meetings, working at sign-in tables, and providing sighted guide to consumers and other event attendees who are visually impaired.
- Organized and prepared marketing materials for various conferences, meetings and events Translated information into Spanish for staff and clients related to various projects Coordinate and prepare marketing materials for various conferences, meetings and events Provided safe transportation services to MCB staff to various consumer appointments.

Security Officer 11/2008 to 06/2010 Company Name City , State

- Prepared written reports for complaints and incidents that occurred during an event.
- Provided Customer service.
- Ensured the safety of fans and the TD Garden property.
- Provided and assisted customers with location of their seating area.

Education

Bachelor of Science : Business Management Accounting, Psychology May 16, 2015 Bridgewater State University City , State

Business Management

Minor in Psychology, Accounting & Finance

Languages

Bilingual: English and Spanish

Additional Information

- Activities: Undergraduate Research Symposium Panel

Skills

accounting system, Accounts Payable, Administrative support, agency, auditing, budget, clerical, Closing, conferences, Contracts, copying, client, clients, Customer service, customer service skills, database, editing, e-mail, English, faxing, filing, Finance, Financial, Financial Analyst, financial reports, forms, Human Resources, marketing materials, meetings, Access, Excel, mail, Microsoft Office, Outlook, PowerPoint presentations, Word, Communicator, organizing, payroll, People Soft, personnel, quick learner, safety, scanning, Spanish, spreadsheets, spreadsheet, tables, team player, telephone, transportation, Written