

FINANCE ACCOUNTANT

Summary

Staff Accountant proficient flexible who adapts seamlessly to constantly evolving accounting processes and technology. Adept at budget forecasting, financial reporting and successful at managing multiple projects. Consistently meeting deadlines under pressure. Extensive knowledge of Accounting Software and processes.

Highlights

- Accounting operations professional Compliance testing knowledge
- Managerial aptitude Account reconciliation expert
- Ethical approach to finance Accounts receivable
- General ledger accounting skills Accounts payable
- Financial statement analysis Invoice coding familiarity
- Analytical reasoning
- Intuit Quick Books specialist
- Payroll
- Budget forecasting expertise

Accomplishments

- Formally recognized for excellence achieved in financial analysis, budgeting and forecasting.
- Operated computers programmed with accounting software to record, store, and analyze information.
- General Ledger Accounts Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.
- Extensive experience with Financial Statements audits, reviews, compilations and audits for Governmental organizations.
- Researched and resolved billing problems that had been previously missed.
- Increased compliance for the cash management department by aiding in internal and external audits.

Experience

Finance Accountant 05/2012 Company Name City , State

- Monitored new trends and technologies as they applied to audit areas for 23 funds.
- Worked on collaborated extensively with auditors during preliminary and year-end audit processes for 23 funds.
- Managed accounting operations for a total of 28 funds, accounting close, account reporting and reconciliations.
- Received 86 statements, to record, and cash, checks, and over 16,985 vouchers as well as reconciled records of bank transactions.
- Performed debit, credit and total of 196 accounts on computer spreadsheets/databases, using specialized accounting software.
- Systematically prepared documents and assembled financial statements for independent auditors.
- Guided firm reconciliation, annuity funds, pension funds, annual reporting, and management of investments.
- Aligned all financial activity with the regulations of the GAAP.
- Updated investment records upon funding of investments.
- Updated confidential employee banking information with accuracy.
- Maintained accounts receivable for all 23 funds with documentation electronically and on paper.
- Processed 189 journal entries, 68 online transfers and 2,398 payments.

Staff Accountant 01/2011 to 03/2012 Company Name State

- Guided firm reconciliation, payroll, annual bonus, pension funds, annual reporting, and management of investments.
- Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
- Revised and streamlined inefficient work procedures with automation software.
- Reduced time and costs and increased efficiency by introducing new accounting procedures.
- Verified details of transactions, including funds received and total account balances.
- Coded the general ledger and processed vendor invoice payments.

Accountant 05/2005 to 09/2010 Company Name State

- Tracked all capital spending against approved capital requests.
- Thoroughly reviewed financial statements.
- Verified details of transactions, including funds received and total account balances.
- Coded the general ledger and processed vendor invoice payments.
- Coordinated approval processes of all accounts payable invoices.
- Rectified escalated accounts payable issues from employees and vendors.
- Conducted month-end balance sheet reviews and reconciled any variances.
- Processed bank reconciliations and financial reports to verify practice of proper due diligence.
- Maintained accounts receivable documentation electronically and on paper.
- Issued 5 paychecks and over 200 vendors and suppliers on a weekly basis.

Corporate Accountant 02/1998 to 11/2004 Company Name City , State

- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.

- Verified and logged in deadlines for responding to daily inquiries.
- Coordinated meetings with other department managers.
- Supervised and trained billing and collection staff.

Education

Associate of Arts : Business Business Management 1978 Midwest Business College City , State , USA Business Business Management
Continuing education courses focusing on the Major Changes within the Accounting Standards. Advanced Financial Accounting, Revenue Recognition, and Specialized Industry GAAP

Skills

Account reconciliation, Accounting, accounting software, Accounts payable, Accounts receivable, accounts receivable, administrative, approach, automation, balance sheet, bank reconciliations, billing, Budget, credit, databases, debit, documentation, due diligence, finance, Financial Accounting, financial reports, financial statements, Financial statement analysis, forecasting, funds, general ledger, General ledger accounting, investments, Managerial, meetings, Payroll, processes, coding, Quick Books, reporting, Revenue Recognition, spreadsheets, year-end