

ACCOUNTANT

Summary

Experienced accounting professional with proficient, analytical and problem solving abilities. Results oriented and flexible in a rapidly changing environment.

Skills

Microsoft Office Outlook

Accomplishments

- C?Math.max(0,d+c):c:0;c.

Experience

03/2015 to 07/2017

Accountant Company Name i¼ City , State

- Processed daily corporate customer payments using CDK and Rental payments using TSD.
- Ran monthly customer statements.
- Responded to and followed up on customer inquiries.
- Processed daily cash journal entries.
- Responsible for running monthly aging reports for the accounts payable department and stores.

10/2004 to 04/2015

Accountant Company Name i¼ City , State

- Processed and paid state, city and county tax returns.
- Processed yearly property tax returns.
- Researched and responded to customer and the sales department inquiries.
- Ran monthly customer statements.
- Reconciled balance sheet accounts.
- Processed monthly journal entries using Agate a specialized software.
- Helped with month-end and year-end closings.
- Created various requested excel reports.

05/2000 to 04/2004

Accounting Manager Company Name i¼ City , State

- Supervised one staff accountant.
- Responsible for the timely balancing of two accounting systems.
- Managed the reconciliation of all balance sheet accounts.
- Processed and paid the monthly state, county and city tax returns.
- Accountable for the accounts payable area.
- Developed and maintained various Excel spreadsheets.
- Implemented and oversaw system enhancements.

02/1989 to 04/2000

Accountant Company Name i¼ City , State

- Processed monthly financial statements.
- Reconciled all balance sheet accounts.
- Processed and paid monthly state, county and city tax returns.
- Researched and responded to customer inquiries regarding monthly statements.
- Implemented and tested accounting system conversion.

Education and Training

Associate of Applied Science Normandale Community College i¼ City , State

Skills

accountant, accounting systems, accounting system, accounts payable, balance sheet, conversion, financial statements, Excel spreadsheets, excel, Microsoft Office, Outlook, sales, tax returns, year-end