Robert Smith

Senior Revenue Accountant

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Analytical, detail and results-oriented Senior Revenue Accountant/Analyst with 5 plus years of experience seeking a Revenue Accountant position that will benefit from my skills and eagerness to contribute and grow within the organization.

WORK EXPERIENCE

Senior Revenue Accountant

Saba Software, Inca -   December 2013 – Present

Responsibilities:

- Processing orders in NetSuite from quote to cash by reviewing quotes, setting up billing schedules, and invoicing the order.
- Working with the sales team and legal team to verify all approvals are needed for processing.
- Creating and maintaining the PS projects to ensure proper set up in Oracle’s project accounting system.
- Working collaboratively with the Project Managers and Project Coordination Group on issues relating to project accounting, billing, the percentage of completion and milestones.
- Reviewing the booking amount in salesforce against fully executed contracts, keeping a track of all PS bookings and performing analysis in Salesforce quarterly to ensure accuracy and completeness of PS bookings.
- Assisting in month end close process by preparing journal entries for PS costs allocations, revenue waterfall schedule (deferred revenue), and performing reconciliation for all approved time in project finance and account reconciliation.
- Performing testing & implementation to help develop a process for professional services accounting (Oracles project finance, Salesforce, & NetSuite).

Accounts Payable Accountant

Saba Software -   May 2013 – December 2013

Responsibilities:

- Participated in a hosted analytics development plan to increase its effectiveness and efficiency.
- Created financial reports and ad hoc reports for users in the company.
- Supported the G&A team specifically it/security on budgeting and forecasting.
- Performed reconciliations of sales commission and balance sheet accounts monthly.
- Reconstructed and generated lost or misplaced invoices from accounts payables files.
- Reviewed invoices scheduled for payment and special check requests, printed approved checks, prepared for signature and mailing.
- Assisted with month end close handling accruals and prepared journal

entries.

Education

BS in Economics - June 2011(University Of California - Davis, CA)