

FRANK CANADLE

5555 APPLE COURT, CITY, STATE, 55555 | E-MAIL ADDRESS | PHONE NUMBER

STAFF ACCOUNTANT

Accomplished Accounting Professional with extensive experience in fiscal operations, business administration, A/P, A/R, ad hoc reporting, cost allocation, month / year-end closing, variance analysis, and development / implementation of procedures and policies. Demonstrated expertise in strategic planning, forecasting, budgeting, financial auditing, project management, and complex tax issues. Thoroughly detail-oriented with strong team leadership and collaboration skills. Proficient in JD Edwards, AS400, Real World, Solomon IV, QuickBooks, SAP, Platinum, Retail Pro, Real Estate Manager, ACE, Microsoft Excel & Word.

PROFESSIONAL ACCOUNTING EXPERIENCE

- Expertly handle vast array of financial reporting and accounting functions, including reconciliation of bank accounts, preparation / analysis of monthly and yearly financials, and preparation of budgets and 1099s.
- Develop client invoices and financial statement, reconcile T&E, Amex, Petty Cash, and Prepaid accounts, and code / enter / pay invoices.
- Prepare and distribute daily cash position to CFO & COO, update budget schedules and prepare entries involving cost of goods sold and labor between balance sheet and P&L.
- Process all payments and apply them against invoices.
- Serve as key contributor to managing benefit plan enrollment process.
- Proactive partner with Controller to prepare documentation enabling new stores to operate and perform business in desired state.
- Reconcile customer deposits, prepaid labor, inventory and pending sales accounts.
- Ensured optimum inventory levels by ordering materials and supplies.
- Prepare monthly commissions for in house sales staff and outside representatives.
- Prepare daily cash position, manage A / R and A / P functions, reconcile fixed asset accounts, calculate sales and use tax, prepare multiple bank reconciliations, research chargebacks, and prepared percent rent.
- Assist with payroll administration duties, including payroll journal entry.
- Resolve discrepancies between bank postings and store postings and other accounting related issues.

PROFESSIONAL WORK HISTORY

Name of Company, City, State, Staff Accountant / Benefits Administrator, 2013 – Present

Name of Company, City, State, Staff Accountant / Benefits Administrator, 2012 – 2013

Name of Company, City, State, Staff Accountant, 2011 – 2012

Name of Company, City, State, Staff Accountant / Bookkeeper Consultant / Temp, 2007 – 2011

Name of Company, City, State, Staff Accountant (Wholesale & Retail), 2006 – 2007

Name of Company, City, State, Accounts Payable Accountant / Staff Accountant (Wholesale), 2000 – 2006

EDUCATION

Name of College, City, State, Bachelors in Accounting - 2010

Name of College, City, State, Associates in Accounting