

ROBERT SMITH

Professional Accountant

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SUMMARY

Monitoring financial transactions related to the various corporate credit card programs and complete monthly reconciliations between the ERP data and the credit card statements, Completing various general ledger reconciliations.

CORE COMPETENCIES

Accpac, Excel, VIP Payroll, Pastel Partner, Caseware, Word.

PROFESSIONAL EXPERIENCE

Professional Accountant

ABC Corporation - 2015 – 2015

Key Deliverables:

- Oversaw accounting responsibility of 14 retail stores Reconcile general ledger accounts Transfer budget costs, labor costs, accounts payable, accounts receivable Cash receipts entries G/L reconciliations, bank account reconciliations Reconciliation of accounting systems Trial balance reconciliation of all systems Develop financial reports, bridge schedules, benchmark reports, outlook schedules, annual planning.
- Entered information into client accounting software.
- Administrated reconciliation software tool.
- Responded to client concerns.
- Trained employees.
- Completed GAAP documentation.
- Developed mapping upload documents.

Professional Accountant

Delta Corporation - 2006 – 2011

Key Deliverables:

- Revenue Gas Accounting, Tax Exemptions and general accounting.
- Takes care of all accounts payables, purchase orders, accounts receivables, daily deposits, journal entries, monthly bank statements, and wire .
- Handles all workers compensation forms and claims, student incident reports, purchase order processing and ordering, bank statements, and purchasing .
- Computes quarterly fuel tax refund for all of school district.
- Currently holding an accounting role primarily in Cargill Risk Managements Investor Based Products group, focusing on accounting tasks for private .
- This includes working through questions and discrepancies that the customer enquires about Capable of recognizing and implementing process .
- Responsible for US Income and Expense for Real Estate Site Operations, Software Development, Fulfillment, System I departments and US Balance Sheet .