

# Robert Smith

## Professional Accountant

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### SUMMARY

Professional Accountant with a track record of dependability and a reputation for integrity, skilled in financial reporting, capital project accounting, analysis, period-end close activities, and budgeting.

### SKILLS

Communication Skills, Accounting Skills.

### WORK EXPERIENCE

#### Professional Accountant

ABC Corporation - April 2014 - February 2016

- Processed daily payment runs (check, direct deposit, or credit card) and bank payment confirmations (positive pay) in the integrated accounting system.
- Processed the financial transactions for voided payments and re-issues.
- Processed and reconciled financial transactions for the annual unclaimed property filing.
- Evaluated, analyzed, and resolved problems with, but not limited to invoices, request forms, payments, funds, or journal entries by addressing with specific staff (i.e. department administrative assistant, Purchasing, or Central Receiving).
- Prepared and submitted journal entries for various transfers in the integrated accounting system and state accounting system.
- Processed prepaid fixed asset payments and other payment requests, such as utility and rush invoices.
- Completed monthly expense allocations and financial transaction monitoring.

#### Professional Accountant

Delta Corporation - 2010 - 2014

- 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 .

### EDUCATION

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