

RAYMOND GROGAN, JR.

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SUMMARY

I have a solid foundation in Accounting. Full-cycle AP (coding/data entry invoices, training non-accounting personnel on expense coding, printing check, compliance depot training, setting up ACH payments), AR (receiving and posting cash receipts, creating invoices, creating monthly AR reports), training coworkers in the use of JD Edwards and Yardi Voyager. My background is an amazing mixture of Accounting and IT which lets me an asset to both finance and technical worlds.

SKILLS

- QuickBooks/Raisersedge-Blackbaud/Optimum Payroll
- In-House multi-state Payroll
- Fixed Asset Management
- Full-cycle AP/AR
- Extensive monthly/year-end close process SEC reporting (10-K, 10-Q, Forms 3, 4, 5)
- Financial Statement preparation
- Acting as a liaison to external/internal auditors
- Strong communication skills at all organizational levels and experienced handling confidential matters.
- Knowledge of Peachtree, Traverse Accounting Software, Web-based Accounting Software, Tribute, MS Office (Word, Excel, Powerpoint, Outlook).

EDUCATION

B.B.A in Accounting

Clayton State University-Morrow
Morrow, GA
June 2011

PROFESSIONAL EXPERIENCE:

SENIOR ACCOUNTANT

Altria Corporate Services, Inc., Jackson, MS | Sept. 2012 - Present

- Fix Assets using JDE module: entering acquisitions on a monthly basis and reviewing depreciation
- Work with team to integrate vendors into the new Compliance Depot system; Assist with vendor issues on an as-needed basis
- Assist with quarterly/annual internal/external audits as needed
- Prepare ad-hoc financial statements and supporting schedules along with related analysis
- Represent accounting on the implementation team for the upgrade to JD Edwards 9.1; involving testing scripts, giving feedback/direction to VP of IT and training associates on a new system.
- Work with HR to process biweekly payroll and to complete payroll back recon monthly

Checkout more Accounting, Auditing and Finance Resume Examples here:

<https://resumesbot.com/accounting-auditing-finance-resume-examples/>