

Robert Smith

Junior Accountant, Intern

CONTACT DETAILS

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

PERSONAL STATEMENT

Junior Accountant Intern with 3 years of experience is seeking a challenging position that will enable growth while utilizing my existing skills in Accounting, Commercial Collections, Customer Service, Data Management and related areas.

WORK EXPERIENCE

Junior Accountant, Intern

Vision Group Holdings - September 2015 - Present

Responsibilities:

- Reviewing operation room logs and entering correct inventory into order in Microsoft Great Plains.
- Confirming all patients on logs received services and all patients who received services are present on logs.
- Investigating and resolving any discrepancies with operation room logs or revenue received from services.
- Posting revenues by verifying and entering transactions from surgical center deposits.
- Posting customer payments by recording cash, checks, and credit card transactions.
- Reviewing and determining if patients accounts require debit or credit memos. Then entering the memos accordingly.
- Reviewing the refund requests, determining if the refund is required and all proper documentation is submitted.

Account Reconciliation Specialist/ Account Opening, Closing & Maintenance Specialist

Genspring Family Offices - April 2015 - September 2015

Responsibilities:

- Reviewed and reconciled the assigned accounts daily using information stored in Advent Axys, via three specific processes.
- Assisted in the development of check and balances procedure to ensure partnership valuations are recorded timely and accurately.
- Resolved client specific inquiries and provided informational backup or support to LFO client service teams.
- Responsible for meeting month-end closing for all client files in advent in order to produce timed statements.
- Inputted and reviewed all transactions to ensure accuracy and clarity of coding for the client.
- Reviewed all information for account closing process, to ensure proper documentation and information was presented.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

SKILLS

Microsoft Excel, Great Plains, Crystal Rep, Opera, Microsoft Office, Banking, Accounts Receivable, Account Reconciliation, Accounts Payable, Human Resources, Fin, Eysite, Collections, Supervisor, Manager

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)