

# Robert Smith

## *Junior Accountant, Intern*

### 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.

### CONTACT DETAILS

1737 Marshville Road,  
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(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### 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)