

Robert Jobseeker

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Highly talented and accomplished Accounting professional with extensive knowledge and experience

- Over 11 years of Finance / Accounting experience.
 - Familiar with accounting regulations and standards.
 - Background in corporate and non-profit sectors.
 - Adept at financial analysis and reporting.
 - Experience with A/P, AR, GL, and budgeting.
 - Excellent verbal/written communication skills.
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PROFESSIONAL EXPERIENCE

Smithsonian Institution, Washington, DC

2003 – 2007

Contract Accountant

- Carry out reconciliation of multiple bank accounts for Office of the Comptroller.
- Review records from 2002 to present to verify accuracy of new accounting software.
- Responsible for multi-million dollar accounts, performing manual and automated reconciliation.

Time Life Inc., Alexandria, VA

1998 – 2003

Financial Analyst

- Prepared monthly accounting entries and performed financial analyses for telemarketing group's income statements. Compiled and delivered data from global offices to corporate headquarters in New York.
- Carried out quarterly reporting of fixed assets, third-party acquisitions, and miscellaneous expenses.
- Performed monthly closings, analyzed general ledger statements, and reconciled accounts against budget.
- Assisted with preparation of budgets and forecasts up to \$25 million and submitted to main office.
- Reduced number of reports by consolidating and combining information. Tracked domestic fixed assets.

The Eurasia Foundation, Washington, DC

1993 – 1998

Senior Accountant (1993 – 1998)

- Assisted Controller in preparing monthly financial statements, carried out monthly reconciliations of bank accounts, and maintained general ledger for non-profit organization with \$10 million in annual funding.
- Monitored cash flow, prepared required documentation to execute drawdowns on Federal Reserve Letter of Credit, ensured compliance with all federal regulations.
- Conducted periodic reviews of financial reports and related documentation.
- Supervised and trained junior accounting assistant in accounts payable processing and off-site field review of performance practices. Managed organization's payroll.
- Previously held position of Staff Accountant from 1992 – 1995.

DGA International, Inc., Washington, DC

1992 – 1993

Staff Accountant

- Performed classification, preparation, processing, and posting of invoices for \$6 million transportation company. Prepared and distributed all monthly client billings.
- Reconciled monthly bank statements, reviewed and approved all travel-related advance requests, monitored expense reports and reimbursement requests.
- Responsible for maintaining staff time sheets and carrying out billing of hours.

EDUCATION AND PROFESSIONAL DEVELOPMENT

BS in Accounting, North Carolina A&T State University, Greensboro, NC (1992)

Detecting and Coping with Hot Spots in Payroll

Revisions to Government Circulars: A123 and A122

COMPUTER SKILLS

Windows, Word, Excel, WordPerfect, ADP, Pay America, MIP accounting system, PeopleSoft, Internet