

ROBERT SMITH

Senior Accountant I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

3 years of progressive experience as a Senior Accountant, providing management with financial information through research, analyzing accounts and preparing financial statements. Expertise in all areas of full cycle accounting, strong payroll background, 501(c)3, small/medium business accounting, quarterly, and year-end tax reports, budgeting and audit preparation.

CORE COMPETENCIES

Complex Intercompany Journal Entries, Account Reconciliations, Budget and Forecasting, Fluctuation Analysis, GAAP/IFRS Compliance, Accounting System Integrations, International Consolidations, and Month End Closing.

PROFESSIONAL EXPERIENCE

Senior Accountant I

ABC Corporation - September 2014 – November 2016

Key Deliverables:

- Assists in the preparation of monthly management report and accompanying schedules, worksheets, and narratives, including budget.
- Completes requested materials and assist in preparing assigned schedules.
- Coordinate and resolve various issues with banks such as cleared check differences, bank fee anomalies and targeted balance calculations.
- Performs statistical analyses to determine trends, estimates, and significant changes and writes narrative reports explaining findings.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheets, profit, and loss statements and other reports to summarize.
- Interpret current and projected company financial position for the management.
- Reviews investigate and correct errors and inconsistencies in financial entries, documents, and reports.

Staff Accountant

ABC Corporation - April 2013 – August 2014

Key Deliverables:

- An organization of women committed to promoting voluntarism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers.
- Staff accountant prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and web-based consolidation system.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, perpetual inventory

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integrity, fixed asset records, general & entity accounting, cost accounting, and operations.

- Develop, improve and issue timely monthly financial records for finance VP, finance committee, leadership council and board of directors.
- Provide financial analysis tools to evaluate special projects, programs, and capital expenditures, when necessary.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes and improving work processes.
- Analyze total corporate expenses, including comparisons to forecasted results and trended results.

EDUCATION

- AAS in Business Administration - (Erie Community College South - Orchard Park, NY) B.S. in Accounting & Business - (Plattsburgh State University) Master's in Commerce - (Navgujarat College)