

ROBERT SMITH

Senior Accountant II

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

13+ years of experience as a Senior Accountant in Business Operations utilizing Financial/Cost Accounting Skills. Financial Planning/Budgeting/Forecasting G/L, A/P, A/R Analysis & Maintenance. Trainer Internal Audit Compliance Government Contract Accounting Capital Budget Oversight Acquisitions / Joint Venture / IPO Sarbanes-Oxley 404 Compliance Experience Heavy Sales/Use Tax Filing Experience Multi-State Operations Experience Fixed Asset Management Experience HealthCare Software Implementation.

SKILLS

MS Office, People Soft, MIP, Medical Billing, Revenue Cycle Management, Microsoft Access, Oracle Information Systems, and Atlas Digital Marketing Suite.

WORK EXPERIENCE

Senior Accountant II

ABC Corporation - January 2012 – Present

- Performing month-end general ledger tasks utilizing timberline software while senior accountant was out having chemotherapy while out on a leave of absence.
- Assisting with the close of accounts receivable, accounts payable, operating expenses, and project costs.
- Computing taxes owed and prepared according to tax returns ensuring compliance with governmental authorities.
- Monitoring accounts payable transactions for accuracy and proper general ledger posting.
- Reviewing financial request for the proper account number and budgeted amount for accuracy and reporting.
- FedEx/Kinkos incorporated - fixed asset/capital accounting group- assisted with monthly am-sub-ledger reconciliations tying Hyperion balances to Peoplesoft general ledger balances for new store openings.
- Ran catch up deprecation on assets classifying as production and non-production on daily basis for all new FedEx/Kinkos capital projects.

Senior Accountant

ABC Corporation - April 2006 – December 2011

- Assisted with monthly account reconciliations and cost analysis as directed by the controller.
- Oracle ERP software was utilized in account reconciliation and cost analysis project.
- Zanser incorporated- built inventory reconciliation model for 30 reporting locations throughout the USA after the acquisition of Flowserve incs.
- Assisted with tax compliance for 30 reporting locations sales & use tax and property tax reporting throughout the USA.
- Assisted with monthly inventory reconciliation and cost category roll-ups.

- Assisted with under-recorded liability analysis of a/pay for 2006 reserve accrual assisted with fixed asset update of the database for 2006 compliance reporting.
- Assisted with audit compliance requirements for Dallas distribution centers inventory 2006 year-end reporting.

SCHOLASTICS

- Bachelor In Business Administration- (Northeast Louisiana University - Monroe, LA) Schooler in Certified Management Accountant - CMA - 2012(Pitman Training Institution - Kuwait) Certified in intensive English Program For Accounting - 2010(ELS Language Centres - Egypt, AL)