

Robert Smith

Corporate Senior Accountant

PERSONAL STATEMENT

I have 27 years of experience which includes, Manager of Business Services, public accounting, non-profit accounting, Tax Preparation, and Office Manager. Most recently, I worked as a Senior Accountant at Blue & Co., LLC from January 1987 to October 2012.

WORK EXPERIENCE

Corporate Senior Accountant

ABC Corporation - February 1987 - October 2012

Responsibilities:

- Preparation of reconciliations of bank accounts account receivable, accounts payable, payroll and payroll tax reports and w-2s.
- I have provided training on Quickbooks, Peachtree, and creative solution accounting software educated clients on basic accounting principles accounts receivable, account payable and bank reconciliation.
- Reviewed financial statements, general ledgers, various accounting statements and implemented internal controls.
- Provided training for incoming CPAs on various software, company quality control, and procedures.
- Reviewed payroll, payroll requirements, internal policies, and procedures.
- Preparation monthly bookkeeping write-ups and financial statements, consulted with clients on financial status and potential problems and solutions, preparation sales tax returns, of client payroll summaries and quarterly tax reports.
- Designed and implemented various excel spreadsheets for more efficient use of time.

Accountant

ABC Corporation - February 1985 - February 1987

Responsibilities:

- Preparation monthly financial statements and account analysis.
- Analyze primary documents, code and journalize disbursements and receipts.
- Under general supervision, monitor budgets and make detailed recommendations for proposals and amendments to contracts.
- Oversees and reconcile daily banking activities & cash applications.
- Monitored, reconciling & prepared month end Journal entries for Cash, fixed assets depreciation, accounts receivable (local & international), revenue, credit cards, prepaid utilities & rent, capital expenditures, sales tax, commissions to corporate partners and individuals.
- NYS/NYC California, Florida and New Jersey Sales & Use tax filing, commercial Rent taxes.
- Analyzed and interpreted monthly variances between budgets, forecast,

CONTACT DETAILS

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SKILLS

Accounting, Accounting Software, Accounts Receivable, Accounts Payable, Bank Reconciliation, Bookkeeping, Budgeting, Consulting, Contract Management, Customer Relations, Financial Statements, Fixed Assets, General Ledger, General Office Duties, Medisoft, Microsoft Excel, Payroll Processing, Peachtree, Policy Analysis, Proposal Writing, QuickBooks, Quicken, Sales, Supervisory, Tax Planning, and Technical Support.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

and actual results.

Education

Associate in Accounting - (Lexington Community College) Diploma-
(University Of Kentucky) Marketing - 2005 (Webster University, St. Louis -
Geneve, GE)