

ROBERT SMITH

Senior Accountant/Accounting Specialist

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

SUMMARY

Professional Accountant with over 10 years of experience as a Senior Accountant working with the Controller and the CFO. Multiple years of experience with fixed assets using Sage fixed Asset Premier, budgets, reconciliation, month end close, journal entries, working with auditors, accounts receivables and accounts payable. Great Plains, SAP and Host software.

CORE COMPETENCIES

Microsoft Office- Excel, Outlook, Word, and PowerPoint. Accounting Software Includes Knowledge Of Peachtree, MYOB, Great Plains (10Yrs), FRX (4yrs) RX Key, SAP, Host, and Business Objects(BOBJ), and Sage FAS Premier.

PROFESSIONAL EXPERIENCE

Senior Accountant/Accounting Specialist

ABC Corporation - September 2012 – Present

Key Deliverables:

- Entering fixed assets into sage fas premier system per company accounting policy guide and maintain asset book of detail information, including monthly reports and post monthly depreciation entries, review for discrepancies.
- Running and creating asset reports as monthly and as needed for ad-hoc projects.
- Decide if an asset is a single or group and add new items to fas per company guidelines.
- Types of assets are leasehold improvement, furniture, medical equipment.
- Or retiring asset if needed prepare monthly journal entries, analyses and account reconciliations as required to accurately close the monthly fiscal period books for multiple clinics and bank accounts.
- Processing intercompany invoices and intracompany transactions, provide backup for entries prepare multiple clinic invoices in accordance with customer contracts.
- Preparing yearly budgets for clinics to roll up into overhead accounts, based on contracts and previous history.

Accounting Coordinator

ABC Corporation - July 2009 – August 2012

Key Deliverables:

- Responsibilities monthly financial reporting obtains postage account reports; assisting the director of finance as necessary for EOM closing, including all accounting and auditing procedures, reconciliation of accounts and bank accounts, accounts payable, monthly accruals, prepaid amortization, depreciation journal entries, and sales tax preparation.

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- Researches any accounting questions as needed by the director of finance; assists with preparation of financial statements.
- Fixed asset management ensures necessary approval from the director of finance and CEO has been obtained; researches any pricing comparisons as needed; verifies the condition of assets upon receipt; maintains records of all company assets including depreciation.
- Post monthly depreciation entries and reconcile account to depreciation and assets reports.
- Responsible for making sure all required items had assets tag and were reported in the log.
- Accounts receivable reviews daily banking functions such as reviewing postings for completion and accuracy, mail distribution, bank deposit preparation, and posting third-party remits.
- Processes credit card and ACHs as needed; remits research; maintains reconciliation filing; ensures that cash receipts spreadsheet is completed and reconciled on a weekly basis.

EDUCATION

BS in Accounting - (University Of Phoenix) Master Of Information Systems
Management - (Keller Graduate School Of Management Of DeVry
University) Associate in Accounting - 2009 (Pitt Community College - Greenville, NC)

