

# Robert Smith

## Junior Accounting Analyst

### PERSONAL STATEMENT

Seeking a position in business administration with a company that will allow me to fully utilize my communication, organizational, and problem solving skills and enhance the customer service quality to a wide range of retailers and suppliers.

### WORK EXPERIENCE

#### **Junior Accounting Analyst**

**ABC Corporation - October 2014 - April 2015**

##### *Responsibilities:*

- Assumed the role of Controller for the Wood Capabilities Strategic Team by helping increase production capacity over prior years.
- Understood who the suppliers are, what lead times are, processes and time for each stage of production.
- Helped to create quality improvements and increase profit margins.
- Maintained an accurate understanding of material cost drivers based on volume, inflation, product mix, and savings initiatives.
- Presented a monthly summary to leadership to discuss variances while offering explanations and possible recommendations.
- Developed and communicate a policy for cost updates and maintain ownership of cost rolls.
- Responsible for the monthly close process of the Temple manufacturing plant; processing all journal entries, preparing balance sheet reconciliations, build tools/reports to review work and identify anomalies from prior year, budget, and expectations.

#### **Accounting Analyst**

**ABC Corporation - 2010 - 2014**

##### *Responsibilities:*

- Reconciliation of bank accounts against general ledger Certificate of Liability Insurance Prepare and process journal entries Reconcile cash reports from branches Process check request for COD and credit accounts for customers Set up, forfeit, transfer deposits.
- Verify sales tax preparation and filing monthly Process EDI reports and invoices.
- Reconcile invoice amount and quantity with purchase order and receiver.
- Request bill of lading, proof of deliveries and packing slips to match PO, invoice and receiver.
- Make sure statements are clean every week.
- (Request past due credits & invoices) Resolve vendor and buyer discrepancies.
- Maintain and analyze A/P reports for thoroughness and accuracy Record appropriate vendor, expense account number and tax information when processing payments Send out checks on a weekly basis Scan and index in JDS on a daily basis Posting AR payments onto customers

### **CONTACT DETAILS**

1737 Marshville Road,  
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(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Report Research and Development, Project analysis,.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

accounts Month end, quarter close and year end processing and reports..

## Education

Master of Science in Human Resource Management - (Southern New Hampshire University)