

Senior Accountant I

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

5+ years of experience as a Senior Accountant. Helped create an amortization module to automate the amortization of over 3,000 ISBN's. Created a report to help identify coding problems and to minimize the number of corrections required at quarter end. Created standardized written procedures utilized company-wide, describing how to record sales, acquisitions, contributions, and impairments for the accounting department.

Skills

Quickbooks, Excel, Excel, Oracle, Yardi, Excel- Intermediate PeopleSoft, Proficient Word, Intermediate Access, Proficient Great Plains, and Intermediate Oracle.

Work Experience

Senior Accountant I

ABC Corporation - March 2016 - Present

- Creating documentation to explain how to do certain accounts payable accounts receivable and financial functions within great plains.
- Creating written procedures on how to compile, pay, and properly code the city and county sales use taxes on a monthly and quarterly basis.
- Also, had them move the tax process to the Denver office rather than the parent company's office that is located in Texas.
- Working on pre-merger accounts receivable project for the CFO to make sure that the sellers were given the correct payout.
- Working with the new parent company to create and document the intercompany process.
- Assisting accounts receivable with the cleanup of the customers outstanding balances.
- Documenting how to do the bank reconciliations for the company's eight bank accounts.

Senior Accountant

ABC Corporation - November 2014 - March 2016

- In charge of completing all month-end closing activities as well as prepare financials for five regions as well as 25 general partners.
- Work with AP, and AR to ensure that the expenses and receivables are being coded correctly.
- Work with development accounting and property accounting to make sure that intercompany is correct for the quarterly consolidation process.
- Work with our philanthropy department to ensure that our grants are being set up properly and that the expenses are being allocated properly.
- Checked the files being implemented into ADP against the master for any errors.
- Senior project accountant completed full cycle monthly and quarterly close for the various projects within the company.
- Work with external auditors and answer their questions in a timely and efficient manner.

Education

Bachelors Of Science in Accounting - (University Of Colorado)BSBA in Core Qualifications -
January 2009(University Of Central Florida - Orlando, FL)Associate's in Business Administration -
(Santa Monica College)