

JOHN HENRY TOLIVER
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Education

- **Keller Graduate School of Management/MBA, Accounting, 2016**
- **Southern Polytechnic State University/MS, Accounting, 2013**
- **Clayton State University/BBA, Accounting, 2009**
- **Morehouse College/BS, Computer Science, 2000**

Skills

- Certified QuickBooks Online ProAdvisor
- Preparing financial statements and variance reports
- Accounts Payable/Accounts Receivable
- Coding journal entries
- PeopleSoft/SAP/Oracle/Salesforce/Intacct
- Microsoft Office–Excel, Word, Access, PowerPoint, and Outlook

Experience

Focus of Georgia/Georgia Bureau of Investigations/Budget Analyst 2 10/2019-02/2020

- Develops, prepares, analyzes and/or revises budgets and supporting schedules for assigned organizations or program areas.
- Reviews and approve departmental expenditures.
- Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management.
- Performs expenditure analyses and prepares budget-related financial summaries and recommendations for management review

Focus of Georgia/Department of Community Health/Staff Accountant 3 06/2019-10/2019

- Monitored spending from various plans within the State Health Benefit Plan
- Created various reports using Excel and PeopleSoft (Teamworks)
- Verified payments from various insurance providers

Emory University/Accountant (Temp) 08/2018-04/2019

- Processed vendor invoices and three-way invoice matching
- Processed departmental orders for various equipment and supplies
- Processed vendor payment requests
- Inputted in journal entries according to using GAAP and FASB standards
- Assisted with account deposits of cash and checks
- Liaised with vendors to obtain proper documentation to ensure efficient payment processing
- Processed dining invoices

VMWare/Revenue Accountant 08/2017-06/2018

- Updated tracking sheets for deferred revenue using Excel, Salesforce, Intacct, and Oracle
- Liaised with internal and external customers regarding account status
- Generated revenue variance reports using V-lookup
- Prepared various revenue ad hoc reports for revenue recognition using GAAP and FASB standards
- Collected financial records and reports of various departments

- Analyzed customer orders for proper revenue recognition using GAAP and FASB standards
- Monitored and maintaining customer invoices and purchase orders for discrepancies

Eric McGlothen, LLC/Staff Accountant

09/2016-05/2017

- Prepared daily and monthly bank reconciliation reports for accounting clients
- Inputted journal entries
- Reviewed and enter account receivable invoices, purchase orders, and accounts payable transactions
- Prepared reports and deliverables for auditor review
- Processed vendor invoices, purchase orders, utility bills, and generating check payments
- Generated W2 and 1099 forms for client employees and contractors
- Conducted profitability analysis and financial trends for clients
- Developed budgets and consolidated financial reports for clients using GAAP and FASB standards
- Prepared individual, nonprofit, and corporate tax returns—using tax forms 1040, 990, and 1065
- Recorded cash receipts; prepare and post deposits; researches discrepancies

Norfolk Southern Railway /Revenue Accounting Clerk

06/2005-11/2015

- Prepared daily and monthly car account reconciliation reports for railroad clients
- Entered newly acquired fixed assets, primarily railcars.
- Monitored and depreciated fixed to determine their remaining useful life and salvage value
- Review and enter account receivable invoices and account payable transactions
- Prepared invoices and verified payments for client billings
- Assisted in maintaining and monitoring accounts receivable and correcting any account discrepancies
- Participated in strategic and long-range planning for billing operations and forecasting of revenues
- Generated various ad hoc reports using Excel and SAP
- Ensured that revenue was being protected with the correct freight rates
- Worked with other railroads to ensure that the proper rates were being applied

Infistar Corporation /Lead Client Analyst II/Supervisor

06/2001-06/2005

- Handled escalated customer service calls
- Monitored analyst phone calls to ensure proper compliance with call center procedures
- Assisted customers with billing inquiries
- Trained new analysts
- Assisted clients with credit card account transactions
- Monitored and maintained departmental procedures website
- Audited customer service procedures and client conversion information for accuracy and completion
- Researched and resolved application and systems concerns
- Used SAP to track client data and customer information