**ROSANN E. WILLIAMS**

261 CORNBIRD CRESCENT MALABAR

ARIMA.

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**PROFESSIONAL OBJECTIVE:**

A challenging financial accounting opportunity, with a dynamic company, which employs innovative leadership and goal-oriented achievers. With over six years Accounting Experience.

**PROFESSIONAL EXPERIENCE:**

**GGI LIMITED** SENIOR ACCOUNTANT

* All the day-to-day Accounting operations and supervision of data entry clerks.
* General Ledger; Assisted FC in preparing documentation for Corporation tax for the Certified Public Accountant, posted monthly accounts payable, accounts receivable, payroll, and journal entries.
* Preparing monthly Financial Statements.
* Ensure that Inventory, Payables and Receivables are brought up to date.
* Quarterly Taxes: Corporation Tax, Business Levy and Green Fund Levy
* Monthly NIS, Health Surcharge and Value added Tax.
* Responsible for daily cash management analysis of the check register.
* Monthly bank reconciliation.
* Accounts Receivable; generated monthly customer statements.
* Applied daily cash and credit card payments to the appropriate customer accounts.
* Analyzed monthly Accounts Receivable aging report and determined which customer accounts need collection letters. Customer relations.
* Accounts Payable; internal audit of and coding of vendor invoices.
* Researched past due statement of accounts processed.
* Vendor relations.
* Payroll; inputted weekly, bi-weekly and monthly payroll.

**ILLUMINAT (Surepay ltd)**ACCOUNTING ASSISTANT -

* Bank Reconciliation
* Daily updating of payments from all Surepay outlets.
* Daily payments to billers.
* Verifying of Debit and Credit card Payments

Guevara & Company Cooling Ltd

Senior Accountant

* All the day-to-day Accounting operations and supervision of data entry clerks.
* Set up Accounting System for Company using Peach Tree Accounting.
* Set up and Code Chart of Accounts and Inventory.
* Accounts Payable; prepared daily checks to vendors, requested approval of invoices from department heads, provided General Ledger coding for all invoice batches, posted invoice batches to the General Ledger.
* Quarterly Taxes: Corporation Tax, Business Levy, and Green Fund Levy.
* Monthly NIS, Health Surcharge and Value added Tax.
* Monthly Bank Reconcilliation
* Internal audit of employee expense reports per company policy.
* Internal audit for month-end reconciliation of Accounts Payable Aging reports, Employee advances and Health benefit allocations.
* Managed: Accounts Receivable; calculated daily checks, prepared daily bank deposits,
* Managed: Purchase Orders; corrected General Ledger coding as necessary.
* Created, maintained, and closed Purchase Orders.

**PROFESSIONAL SKILLS:**

* GENERAL LEDGER
* ACCOUNTS PAYABLE
* ACCOUNTS RECEIVABLE
* JOURNAL ENTRIES
* BANK RECONCILIATION
* ACCOUNT ANALYSIS
* MICROSOFT OFFICE
* SPREADSHEETS
* QUICKBOOKS
* PEACHTREE
* DARK EASY
* ACPAC
* SERADEX
* TEAM LEADER
* CREATIVE
* INTERPERSONAL

**References:**

Mrs. Zarina Hosein, Chief Operations Officer GGI LIMITED, Phone: 1-868-642-3434 ext 234.

Mrs. Rawti Doon, Accounting Supervisor, Illuminat Office:1(868) 628-4010 x 2199

Mrs. Ruth Valenting, Retired Nurse, Phone 1-868-657-9239

**EDUCATION:**

**Antigua and Barbuda Int. Institute of Technology**

Associates of Arts Degree in Business Administration

Associates of Arts Degree in Accounting

**School of Practical Accounting of T&T**

Advance Peachtree Accounting

**National Training Board of Trinidad and Tobago**

Accounts Clerk (County Councils Credit Union) 1991

N**ational Examinations Council**

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