MORRIS WALLACE

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**Summary of Qualifications:**

Results-driven professional with strong qualifications in Financial Accounting and Accounts management: Solid domestic and international experience in financial analysis and corporate reporting. Self motivated, able to set effective priorities and implement decisions to meet operational deadlines. Adapt easily to new concepts and responsibilities.

Core Competencies:

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| * Full-Cycle AP * Financial Analysis and Reporting | * Administration and Operations * Strategic Business Planning and Management | * Client Relationship Management * Staff Supervision and Training |

Software Skills:

Oracle, Peachtree, AS400, Quick books, Turbo Tax ,ACCPAC Software, MAS 90, strong MS Office, Excel and Word

Professional Experience

**Recently worked as an Accounting Contractor assisting the Director of Finance at Family & Children Agency Inc in Norwalk CT. (contract ended Dec. 7, 2011) Nonprofit**

**Kiddie’s Day Care** –Bronx, New York

**Property & Business Manager: Family Business Worked mostly weekends** 2000 – 2011

* Manage residential properties in the Bronx and Mount Vernon area.
* AP Invoice payment and city tax payments
* Post receivable (cash or checks) to client accounts
* Multiple small projects, measuring large areas
* Prepare lease document for renters, Collecting rent

NEW HAVEN REGISTER - New Haven, CT

Staff Accountant/ Circulation Auditor (Print & Publishing) 2008 – 2009

Financial Analysis/Month end Closing:

Assisted Controller with monthly financial reporting and analysis of the Company

* Prepared a comprehensive monthly operating report and financial flash analysis for Senior Executives that highlighted key revenue and expense drivers vs. budget, prior period forecasts. (Flash Report). Expense allocation based on cost metrics
* Upload all J/E into Financial System, and post to G/L
* Month end close of Division for Corporate. J/E, adjusting and recurring entries, monthly AP accruals, Payment of all Utilities for the property in New Haven, CT, fleet depreciation schedule.
* Bank reconciliation/ 4 major credit cards
* Review all budget variances to determine cause and review action plan with Director
* AP monthly accrual J/E, to account for invoices not yet process.
* Managed monthly Inventory levels paper role for production/ Inventory Management
* Assisted with monthly audits and reporting – Manage daily circulation reconciliation

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**RYAN, RYAN DELUCA, LLP.** **Stamford, CT.**

**Accounting Specialist: Law Firm** 2007 – 2008

* Full cycle AP and Travel reimbursements for Staff.
* Coding the invoices, entering them into the system
* Primary contact for invoice inquiry
* Print checks weekly and print checks as needed for emergencies
* **Generate and obtain signatures for payable checks**
* Implement deadline for time sheet submission to facilitate check for accuracy
* Manual time sheet calculation/ input into payroll system
* Travel reimbursements, petty cash and fund transfers;
* Bi-weekly payroll for Firms hourly and Salary staff (paycheck)
* Managed garnishments, 401k, loans, and employee deductions distribution
* Maintaining database with sensitive vendors/Client information 1099 preparation
* 3rd party billing to insurance company, for litigation services.(Medicare, Medicaid)

**PENTON MEDIA INC, (**formerly Primedia Business Magazine and Media) **Stamford, CT**

**Staff Accountant (Trade Show Division) 22 annual show in USA** 2001 – 2007

* Month end close JE and reports for Sr. Business Manager.
* Managed Full cycle AP for the Division, primary vendor contact
* Work closely with Show Directors and ME Financial Management to assure accurate financial forecasts and monthly COS and margin analyses.
* Flash report to assist sales team with sales goals
* Monitor and calculate costs of WIP, COS, Warranty
* Head count analysis to allocation departmental expenses
* Budget vs. actual, variance analysis
* Monthly audit of employee T&E with company credit card and allocate to business unit
* Assisted with divisional budgeting and forecasting, costing of Trade Shows
* Preparation of monthly adjusting and recurring Journal entries
* Reconciled all expense accounts prepaid and deferred revenues.

**Education**

* **Bachelor of Administrative Studies (B.A.S.) York University. Toronto ON**

**Accounting Major (3½ years completed,)**

* Accounting Certification – College of Arts Science & Technology.
* High School Diploma- Kingston College.

References upon request