**Lindsay Amanda Williams**

**2645B Day Hill Road**

**Bloomfield, CT 06002**

**860-573-2552** [**linzawms@yahoo.com**](mailto:linzawms@yahoo.com)

**OBJECTIVE:** Finance and Accounting Professional seeking development and growth opportunities.

**Relevant ACCOUNTING & FINANCE EXPERIENCE**

**Senior AP Analyst, Beazley USA, Farmington, CT August 2009 – Present**

* Expense reporting and analysis, including supporting the annual budgeting and variance to budget analytics, bank reconciliations, rent analysis, other assets and other liabilities on a monthly basis.
* Develop management information reports by department for general and administrative expenses.
* Develop and Implemented improved processes for fixed assets/depreciation, IT purchase order/invoice processing, and other areas as appropriate.
* Act as IT liaison for all expense and A/P related activities between IT Admin Assistant to ensure the time and accurate payment of invoices.
* Weekly and monthly expense related general ledger activities including journal entries (depreciation, fixed assets, etc.) and reconciliations.
* Implemented an Automated Check Printing and Signing system to streamline check process.

**Office Manager, RMI Corporation Avon, CT April 2007-July 2009**

* Managed Cash Management, Daily Revenue Recognition, Billing. Accounts Receivable and Accounts Payable Processes.
* Managed all Human Resources, Bi-weekly payroll, New Hires, Corporate Insurance, etc.
* Client Services, processing intricate customized software orders with vendors to ensure accurate software functionality.
* Supported and managed the month end close, Financial reporting for Executives, Bank Reconciliations, Sales & Use Tax Preparation, Revenue Accrual & Deferral Journal Entries.

**Accounting Supervisor, Chasm Industries, Inc. Windsor, CT June 2004-March 2007**

* Analyzed monthly financial statement trends.
* Supervised Billing, AP and AR Personnel.
* Managed Cash flow process and Accounts Payable forecasting.
* Coordinated timely monthly GL Close.
* Reconciled General Ledger accounts – cash, prepaid & fixed assets, etc.
* Prepared journal entries and revenue accruals, yearly audit assistance.
* Processed large cost allocations, payroll reconciliations & uploads
* Processed monthly sales & use tax for multiple states, yearly preparation of 1099 forms, Fed & State Tax return assistance
* Utilized Asset Management system to record capital purchases & monthly depreciation.
* Coordinated with IT department on accounting software upgrades.

**EDUCATION**

**University of Hartford, West Hartford, CT Grad Date May 2012**

Pursuing Masters of Accounting and Taxation

**University of Connecticut West Hartford, CT August 2009**

Bachelors of General Studies – Minor in Business

**Central Connecticut State University, New Britain, CT August – December 2009**

Pursuing required accounting credits to sit for CPA Exam

**COMPUTER SKILLS**

Microsoft Office 2007 & 2003 (advanced user) Excel, Word, PowerPoint, Access, Agresso, Great Plains, Microsoft Navision, Lawson, Seagate, Platinum, QuickBooks and Quicken, ADP PayEx Certified

**VOLUNTEER WORK**

**Everybody Wins Reading Program November 2009 – June 2010**

Gaffney Elementary School, New Britain CT

**LANGUAGES**

English & Spanish

**PROFESSIONAL NETWORK**

Farmington Valley- *Chairwoman,* A forum to share ideas, contacts, and business referrals