**Gregory Steenbergen**, **cpa**

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**Summary of Qualifications**

Dedicated **Accountant** with career success in accounting management and manufacturing operations. Successfully applies cost analysis skills and financial insight to recommend / facilitate operational improvements and increase profit margins. Manages time and resources effectively.

**Professional Experience**

October, 2007 - Present

New Haven Job Corps Center

Finance Manager

* Establish Center Budget
* Review Detailed Operating Statement
* Prepare both Mid-Month and Month End Billing to the Department of Labor
* Review and Approve Invoices for payment
* Prepare Month End Journal Entries
* Responsible for Month End Close for Center
* Responsible for Center Balance Sheet Accounts
* General Ledger reconciling and analysis
* Supervising of Account Payable and Payroll Department
* Track Actual to Budgeted Expenses
* Back up both the Account Payable and Payroll

August, 2004 – September, 2007

Shar Products Company, Ann Arbor, Mi

Accountant

Responsible for the Month end Close, Account and Bank Reconciling, Budgeting and All Company accounting functions.

* Prepare and review income/expense analysis
* Prepare Month end Journal Entries
* Verify Account Payable Expenses to Income Statement
* Responsible for Month end close for Company
* Responsible for Company Balance Sheet Accounts
* Establish and Prepare Financial Statements
* Reconcile Bank Accounts
* General Ledger reconciling and analysis
* Responsible for all General Ledger Activities
* Back up both the Account Receivable and Account Payable

January, 2003 – June 2004 Oro International, Inc. Elmhurst, IL

Accounting Manager

Responsible for the Month end Close, Account and Bank Reconciling, Budgeting and All Company accounting functions.

* Prepare and review income/expense analysis
* Prepare Month end Journal Entries
* Verify Account Payable Expenses to Income Statement
* Responsible for Month end close for Company
* Responsible for Company Balance Sheet Accounts
* Establish and Prepare Financial Statements
* Reconcile Bank Accounts
* General Ledger reconciling and analysis
* Establish new Accounting Software package
* Supervision of Accounts Payable and Accounts Receivable
* Responsible for all General Ledger Activities
* Accounting of Gold movements via transfer, receipts and payables

May, 2001 – November, 2002 Vallis Form Services Co. Glendale Heights, IL

Senior Accountant

Responsible for the Month end Close, Account and Bank Reconciling, budgeting and other plant accounting functions.

Prepare and review income/expense analysis

Prepare Month end Inventory reconciling

Prepare and Enter Month end Journal Entries

Verify Accounts Payable Expenses to Income Statement

Responsible for Month end close for two plants

Reconcile Inter-company Accounts

Responsible for Plant Balance Sheet Accounts

Prepare Plant and Consolidated Financial Statements

Reconcile Bank Accounts

General Ledger reconciling and analysis

Reconcile Sales reports material use to General Ledger accounts

March 1999 - May 2001 Orval Kent Foods Co. Wheeling, IL

Cost/Accounting Accountant

Responsible for the Month end close, maintenance of cost files, budgeting, and other plant accounting functions.

* Prepare and review Income/expense analysis
* Prepare Month end inventory reconciling
* Prepare and Enter month end Journal Entries
* Verify Account Payable expenses to Income Statement
* Inventory cycle counts - auditing
* Product line profitability analysis
* Involved in cost efficiency suggestions
* Responsible for Month end close for two plants
* Reconcile Intercompany accounts
* Prepare and enter monthly payroll expenses
* Responsible for Plant Balance Sheet Accounts

January 1997 - March 1999 American Excelsior Co Lombard, IL

Plant Manager

* Product line profitability analysis
* Involved in cost efficiency suggestions
* Responsible for establishing new Costing system.
* *Prior experience includes 20+ years of progressive responsibility in operations management & accounting.*

**Certification and Education**

***Uniform CPA Examination***, State of Illinois 2000

***Bachelor of Arts in History***, Hope College ▪ Holland, MI

***Coursework in Accounting (44 Credit Hours)***, College of Dupage ▪ Glen Ellyn, IL

**Computer Skills**

AS 400 Bpcs,Mfg/Pro,Plantrol, 24k, Ecometry, Citrix, Costpointe

Microsoft Excel and Word