**BEATA BELCARZ**

72 Renn Lane (860) 967-5252

Kensington, CT 06037 mbelcarz@sbcglobal.net

**SUMMARY & PROFESSIONAL PROFILE**

**Staff Accountant:** Dedicated professional with broad base of accounting experience;keen analytical skills,hard working, flexible, helpful, and true team player. Recognized for keen attention to detail and performs well in fast-paced environments.

Successful at general accounting functions, account reconciliations, data entry, benefit allocations, maintenance of fixed assets, prepaid procedures; proficient in MS Office, Great Plains eEnterprise and SAP systems.

**EMPLOYMENT**

**454 Life Sciences - A Roche Company,** Branford, CT **October 2005 – February 2011**

***Staff Accountant (January 2007 – February 2011)***

***Senior Accounting Clerk (October 2005 – January 2007)***

* Responsible for compiling and maintaining full cycle Accounts Payable records.
* Prioritized invoices for payment and prepared check runs.
* Interacted with all departments within the company to ensure all invoices were processed in a timely manner.
* Processed purchase orders and packing slips to matching invoices.
* Received, verified the approval, encoded and entered invoices into the system.
* Audit expense reports for compliance with travel and expense polices.
* Analyzed vendor accounts on the monthly statements.
* Disputed and resolved discrepancies with vendors relating to incorrect billing invoices.
* Prepared deposits, wires and reconciled corporate checking account including foreign currency.
* Assisted with month-end closing schedules, prepaid schedules, health benefit allocations, fixed assets process and prepared recurring G/L entries.
* Assisted with the coordination and preparation on numerous schedules for financial audit and providing documentation as requested.
* Assisted in sales tax reconciliation process.

**BEATA BELCARZ PAGE TWO**

**CuraGen Corporation,** Branford, CT **January 1999- October 2005**

***Senior Accounting Clerk (June 2002 – October 2005)***

***Account Clerk (January 1999 – June 2002)***

* Reconciled monthly bank statements.
* Assisted with month-end closings; readied end-of month reports for the department (ie. interest income analysis and allocation of medical and dental expenses).
* Researched questions with heavy emphasis and contact with vendors.
* Problem solving.
* Reconciled majority-owned subsidiary accounts.
* Accurately processed a high volume of invoices.
* Accounted for monthly cash receipts and deposits.
* Met strict deadlines with accurate 10-key data input skills.
* Maintained all assigned business files.
* Processed daily mail.
* Interacted with all levels of employees.

**EDUCATION**

Master’s in Law & Administration - Marii Curie-Sklodowskiej University, Lublin, Poland;

Associate’s Degree in Economics - A&J Vetter School of Professional Studies, Lublin

**TECHNICAL/ACCOUNTING COURSES**

Certificate in Bookkeeping - New Britain Adult Education, New Britain, CT

Microsoft Office Suite Certificate (version 7.0) Capital Community College, Hartford, CT

Finance and Accounting for Non-Financial Professionals, Fred Pryor Seminars

Sales and Use Tax, Lorman Education Services