# MATT MATURA

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## SUMMARY OF QUALIFICATIONS

Highly organized and detail-oriented analyst with an exceptional track record of accurately handling reconciliations and supervising all aspects of accounting in fast moving business environments.

- Skilled in all aspects of recording transactions, posting debits and credits, reconciling accounts, and ensuring accuracy and completeness of data.
- Expertise in locating, researching, and resolving cash reconciliation issues.  Discovered $200k in overpaid payroll taxes and assisted the payroll department with the reconciliation.
- Proficiency in all aspects of cash management and identifying potential revenue gains and losses.
- Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.

## SKILL PROFICIENCIES

- Cash Accounting
- Accounts Payable/Receivable
- Oracle/JDE EnterpriseOne
- Allocation
- Accruals
- Process Improvement
- Microsoft Excel
- Quickbooks
- Great Plains
- Auditing
- Fixed Assets
- Variance Analysis

## PROFESSIONAL EXPERIENCE

**Timios, Inc. – Plano, TX**

### SENIOR ACCOUNTANT                                                        Feb 2013 – Nov 2018

- Maintained and reconciled statement balances and transactions of 25 national accounts, which averaged in excess of $500M in monthly activity.
- Handled the tasks of reconciling GL activity against the Accounts Receivable, Accounts Payable, and Fixed Assets sub ledgers.  Assisted in month-end close.
- Reviewed bank accounts and balances to ensure compliance with financial statements and reports.

**Efficient Attic Systems – Dallas, TX**

### STAFF ACCOUNTANT                                                        Sep 2007 – Feb 2013

- Act as liaison between the Regional Controller and Accounting, which includes Accounts Receivable, Payroll, and Accounts Payable.
- Carry out billing, collections, and reporting activities according to specific deadlines.
- Create and manipulate reports to obtain detailed analysis of various P&L and Balance Sheet accounts.
- Assist regional controller in monthly close of several markets.
- Identify and correct variances between the sales database and Accounting.
- Responsible for quality improvement, including streamlining systems and consulting on process improvement.

**Greyhound – Dallas, TX**
STAFF ACCOUNTANT                                                        **Mar 2006 – Sep 2007**

- Performed detailed analysis of the Greyhound shipping web.  This analyzed monthly and yearly revenue for more than 100 stations with 20 revenue accounts each.
- Assisted with Monthly/Quarterly close efforts regarding revenue.
- Created Status Reports and other KPI's for multiple department heads, including VP of Revenue.
- Lead contact for A/R with regards to shipping revenue and discrepancies.
- Created journal entries and balance sheet reconciliations for assigned accounts.

**Hotels.com – Dallas, TX**
SENIOR FINANCIAL RECONCILIATION ANALYST                                 **2001- 2006**

- Managed financial transactions, post debits and credits, produce, and record all cash related transactions in 10 different currencies.
- Prepared management reports and financial summaries detailing company's cash status.
- Obtained and audited data activity in more than 30 cash accounts.
- Monitored and recommended changes in procedures to ensure compliance with Sarbanes-Oxley.
- Promoted from Special Projects Coordinator.

SPECIAL PROJECTS COORDINATOR                                            **1999-2001**

- Reconciled bank statements and all pre-paid billing.
- Reviewed and corrected error reports and followed up to ensure accuracy.
- Handled customer service issues such as client refunds and credits.
- Responsible for check deposits and direct billing applications.
- Promoted from Marketing Coordinator.

MARKETING COORDINATOR                                                   **1998-1999**

- Obtained all information from newly acquired vendors.
- Created and billed vendor maintenance files.
- Monitored and facilitated the progress of new contracts.

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EDUCATION

**University of North Texas – 1991 - 1995**
Accounting

**University of Texas at Arlington – 1989-1990**
Electrical Engineering

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REFERENCES

Available upon request