**John J. Picinic**

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**Professional Summary:**

* Accounting professional with strong research, interpersonal and organizational skills
* Experienced in balancing subsidiary accounts by reconciling entries, budgeting entries into proper classes via Quickbooks, and accruing vendor invoices & checks
* Proficient in processing financial statements to requested parties
* Minor experience in corporate tax filing and payroll processing
* Experienced in Microsoft Office (Excel, Word, PowerPoint, Access), Quickbooks, and Meditech 6.7
* Master of Science in Accounting
* CPA Exam Candidate: (New Jersey) Met 150-hour requirement for CPA exam, Expected Completion: 2015

**Professional Experience:**

**The Town School (Beacon Hill Financial Staffing), New York City, NY**

**Consultant Sept. 2014 – Present**

* Record payments and vendor invoices via Blackbaud and Financial Edge software.
* Remotely deposit tuition checks to First Republic Bank’s website
* Responsible for filing employee contracts, vendor invoices, receipts, and reimbursements for current academic year
* Perform light reconciliation work on subsidiary accounts.
* Updated spreadsheets of employee & employer payroll deductions for 2014 – 2015 school budget.
* Assist with 2013-2014 audit by providing documentation needed

**Yiwen USA, New York City, NY**

**Bookkeeper Nov. 2013 – April 2014**

* Maintained subsidiary accounts by verifying, allocating, and posting transactions via Quickbooks
* Balanced subsidiary accounts by reconciling entries and budgeting into proper classes via Quickbooks
* Prepared financial reports by collecting, analyzing, and summarizing account information and trends to the CPA firm
* Managed historical records by scanning and filing receipts, request forms, and tax documentation per vendor
* Processed bi-weekly payroll through ADP RUN
* Accountable for check distribution to vendors for accounts payable
* Responsible for processing wire transfers of over $100,000 with bank token to overseas vendors

**DAC Management, Fairfield, NJ**

**Assistant Bookkeeper (part-time) July - October 2013**

* Monitor day-to-day financial needs for small business and non-profit organizations through QuickBooks
* Ensured accurate and timely processing of accounting data through consent of viewership of client’s banking and payment processing information
* Performed credit sales, refunds, and daily closeouts for 7 clients
* Responsible for monthly bank reconciliations for clients Essex County Youth Orchestra (YOEC), Believe, Inspire, Grow (B.I.G.), and The Crop-Shop LLC

**Bayonne Medical Center, Bayonne, NJ**

**March 2012-Nov. 2013 Patient Access Scheduling Specialist (part-time)**

* Coordinate with both doctors and patients utilizing Meditech computer medical record system for Radiology screening appointments
* Obtain insurance policies and authorization numbers from patients and medical offices
* Complete registration and scheduling functions for outpatients for the radiology department
* Provide excellent customer service from point of entry to destination in a timely, accurate, courteous and professional manner to over 50-75 patients per day

**Okapi Partners**

**Proxy Solicitation Representative April 2011-Feb. 2012**

* Contacted 200-300 shareholders and third parties of mutual funds resulting in proxy votes for upcoming shareholder meetings
* Recorded proxy votes on Okapi Partners intranet and Microsoft Access
* Used directory assistant internet search engines to obtain public contact information of shareholders of mutual funds

**AppleOne Employment Services, Rochelle Park, NJ**

**Data Entry Clerk March-June 2011**

* Keyed numerical data into Microsoft Excel using formulas, values, and formatting
* Compiled, sorted and verified the accuracy of numerical data upon uploading Microsoft Excel worksheets using templates and data onto intranet website for development of YOYO.com
* Helped transfer data from Excel spreadsheet help implement a new data system (PlanView) for KPMG

**Education:**

Master of Science in Accounting, May: 2014

New Jersey City University, Jersey City, NJ

National Association of State Board of Accountancy

CPA Exam Candidate: (New Jersey) Met 150-hour requirement for CPA exam

Expected Completion: 2015

Bachelor of Science in Business Administration, May: 2008

Concentration: International Business Second Major: History

New Jersey City University, Jersey City, NJ

**Skills:**

Experienced in Microsoft Office (Excel, Word, PowerPoint & Access), Quickbooks, and Meditech 6.7

**Organizations:**

Student Member, New Jersey Society of Certified Public Accountants (NJSCPA)