

Highly motivated individual, with a strong background in accounting and accounts payable/ receivable.
Strong work ethic, attention to detail, and excellent interpersonal skills.

Work Experience

2022-04 - Current	Staff Accountant <i>Centric Elevator, Denver, CO</i> <ul style="list-style-type: none">Managed both accounts payable and receivable department for all four branches. Duties included: general ledger coding, compiling financial payments for vendors, and inputting customer payments into ERP system and bank.Compiled and approved Three-Way Matching process.Approved pre-posted accounts payable general ledger coding and tracked deposits for contract compliance.Completed end-of-year financial records by collaborating with CFO and other team members.Reviewed business operations and obligations to help organization function at acceptable level.
2021-05 - 2022-02	Staff Accountant <i>CohnReznick, Remote</i> <ul style="list-style-type: none">Budget and team manager for TDHCA program, as part of the CARES Act Bill Passed in 2020.Budget and Reimbursement specialist for the FCC Reimbursement program. Reviewed and approved up to millions of dollars for satellites stations in compliance with Government criteria.Reviewed monthly operations to assess compliance with budgets and determine necessary adjustments for future plans.Saved company up to \$700K by reviewing reports which appeared suspicious and discovered fraudulent activity..Took detailed notes and kept records of program and performance progress, education initiatives and leadership.

Mark
Podrabinnik

Staff Accountant

Contact

Address
Arvada, CO, 80004

Phone
(240) 994-5183

E-mail
mark.podrabinnik@gmail.com

Skills

General Ledger

Calendar Management

Microsoft Office

Budget Planning

Education

2011-08 - 2015-05

High School Diploma

Thomas S. Wootton High School - Rockville, MD