

MARTIN L. WARING, II
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ACCOUNTING / FINANCIAL PROFESSIONAL

Proven to improve cost efficiencies and increase productivity through focus on accuracy and process improvements.

Progressive expertise within various industries, implementing processes and procedures which ensure accuracy and improve reporting. Extensive hands on experience and GAAP knowledge in the areas of general ledger, fixed assets, SOX compliance, and accounts payable. I'm also recognized for addressing issues and expediting resolutions through client-centric approach.

EXPERIENCE






CONTRACT ACCOUNTING PROFESSIONAL (CLIENT LIST BELOW) 7/15-

-  Duane Morris, Philadelphia, PA, Legal Billing Analyst (04/18-present)
 - o Created a high volume of client invoices by compiling time and expense reports using the Elite system
 - o Processed bad debt write offs
 - o Posted check and ACH payments to clients matters
 - o Contacted clients regarding accounts that are 90+ days past due
 - o Posted cash payments to client invoices
 - o Created weekly AR aging reports to present to managing partners
-  Catapult Learning, Staff Accountant (6/17- 3/18)
 - o Posted approximately \$60M per month in Oracle via check, lockbox and ACH to client accounts
 - o Contacted clients regarding past due invoices that are 30+ days past due
 - o Participated in weekly conference calls with area vice presidents to speak about accounts receivable issues and past due invoices
-  Values Into Action, Accountant (9/16-5/17)
 - o Processed bi-weekly payroll for over employees
 - o Processed client invoices in Quickbooks
 - o Entered client billing hours in PA PROMISe patient system for billing
-  NX Utilities, Project Accountant (5/16-9/16)
 - o Tracked expenses and time for maintenance projects using Google Sheets
 - o Created monthly invoices using Oracle 11i
 - o Created journal entries and assisted in month end close process
-  Chiltern, Staff Accountant (7/15-4/16)
 - o Posted vendor invoices using Oracle 11i
 - o Reviewed and approved expense reports that were created by associates
 - o Created journal entries and assisted with the month end close process

SUNOCO, INC., PHILADELPHIA, PA

7/14 – 3/15

INVENTORY ACCOUNTANT

-  Responsible for posting to the general ledger and account reconciliation during the month end close period
-  Posted vendor invoices
-  Tracked movement of fuel and refined products between pipelines
-  Created customer invoices to be sent to clients
-  Processed, batched and coded vendor invoices

- Calculated daily gas and oil prices between Sunoco and partner pipelines
- Created financial reports on a weekly basis to indicate movement of inventory between Sunoco and partner fuel companies

TOWERS WATSON, PHILADELPHIA, PA

04/11–03/14

PROJECT ACCOUNTING ANALYST

- Reviewed and approved terms and conditions for standard contracts for signatures and payment terms, setting up project codes, applying budgets, and updating customer and project master data.
- Applied and monitored cost budgets and limits through duration of project, resulting in accurate revenue tracking for projects and processing invoices using contract to cash billing processes.
- Prepared monthly invoices by compiling expense reports and timesheets for over 100 projects.
- Posted ACH, credit card, lockbox and cashier check payments to customers' invoices.
- Created financial reports on a quarterly basis to present to auditors indicating WIP (work in progress) in accordance with SOX compliance standards, the GAAP and FASB

ASSOCIATED GLOBAL SYSTEMS, SPRINGFIELD, PA

05/10 – 03/11

STAFF ACCOUNTANT

- Prepared 1099s, W2s and multi-state payroll tax returns for 50 employees
- Managed daily collections of over 30 business-to-business accounts by communicating via mail or telephone.
- Achieved accurate tracking of customer receivables in processing daily billing for customer invoices using Oracle systems.
- Posted payments to customer accounts via ACH payments, lockbox, credit card and check payments.
- Tracked revenue for each general ledger (GL) account by creating reconciliation reports of customer accounts on weekly and monthly basis.

COMPTECH COMPUTER TECHNOLOGY, PHILADELPHIA, PA

05/07–04/10

ACCOUNTING SPECIALIST

- Processed high volume of vendor invoices and created purchase orders on daily basis in accordance with GAAP.
- Performed monthly and weekly reconciliation of vendor and accounts payable accounts
- Created monthly reports to be presented to officers to indicate outstanding debts owed to vendors
- Created purchase order system using Microsoft Excel that tracked and monitored vendor payments, accurately tracking vendor invoices and ensuring improper invoices were not paid.

DAY AND ZIMMERMANN, PHILADELPHIA, PA

03/05–01/07

ACCOUNTS RECEIVABLE AND PAYROLL SPECIALIST

- Posted cash payments to customer accounts and collections for over 100 business accounts via lockbox, check and ACH transactions in SAP.
- Processed weekly payroll for 350 contractors and associates.
- Created weekly reports to indicate past due customer accounts and invoices
- Monitored new contract employees' hours and processed benefit and government paperwork, resolving payroll discrepancies and ensuring timely pay for over 300 employees throughout PA, GA, NY, MI, and TX

EDUCATION

ASB, Associate or Specialized Business in Accounting, Brookline College, Phoenix, AZ (1996)

BS, Bachelor of Science in Accounting, Western Governors University, Denver, CO (2019 completion)

TECHNICAL SKILLS

Oracle, SAP, Microsoft Office Applications (Word, Excel, Access, PowerPoint, OneNote, Publisher, Outlook),
Hyperion, Crystal Reports, Lawson, Great Plains, Timberline, SharePoint, PeopleSoft, AS400,
ADP, QuickBooks, Paychex, HCSIS, PROMISe, DelTek, Peachtree, Sage, Elite