

Jonathan Green
Senior Accountant
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I have 10+ years experience in full cycle accounting through preparing financial statements, with variance analysis, month end close, A/P, A/R, bank reconciliations, Payroll, General Ledger reconciliations, resolves discrepancies. I have strong analytical and organizational skills. I am flexible, adaptable in meeting changing work needs and demands. I am comfortable working with diverse groups and being a team player.

Work Experience

Senior Accountant

MasterCard (via U S Tech staffing), St. Louis, MO
November 2018 to Present

Review executed contracts and create customers, deals and incentives in the MasterCard Contra Revenue System (CRS)

- Accomplish timely, accurate close of the CRS sub ledger and Oracle general ledger including creation and review of journal entries
- Identify and prepare manual journal entries through the analysis of close results, trends and actual to budget/forecast
- Prepare and review general ledger account reconciliations
- Perform detailed review of rebate and incentive payment requests including contract review and validation of driver data to various internal systems
- Prepare and approve rebate and incentive payments with proper supporting documentation
- Provide overall support and customer service to business partners located throughout the MasterCard Worldwide organization
- Recommend, develop and implement process improvements to improve accounting operational efficiency, quality of output and optimize synergies
- Monitor performance indicators to track progress against goals
- Perform various ad-hoc reporting, analysis or projects, as needed
- Partner with financial systems regarding CRS requirements, data, reporting, and functionality
- Support SOX control compliance
- Other duties as required

Accountant

E3 Tax Service - St. Louis, MO
August 2016 to November 2018

- Full cycle accounting, including the following:
- Accounts Payable, Accounts Receivable, Bank Reconciliations, Payroll
- Reconcile general ledger accounts, Prepare of journal entries
- Prepare monthly financial statements with analysis
- Fixed assets-Depreciation schedules
- Work with external Auditors

- Prepare Tax Returns 1040-including all schedules, 1065-partnership, 1120-C-Corp, 1120-S Corp, 990 for Tax Exempt Organizations Software: Proseries Tax Software, Ultra Tax, Creative Solutions, Proseries Fixed Asset Manager, Ultra Tax Fixed Asset, Quickbooks (all versions), Peachtree, Microsoft Office (Excel, Word, Outlook) very familiar with v-lookup, pivot tables
- Great customer Service, meets deadlines

Accountant

Cushman & Wakefield

February 2016 to February 2016 to May 2016

- Full cycle accounting, including the following: Analyze financial data
- Reconcile general ledger accounts Preparation of journal entries
- Preparation of multiple monthly financial statements, Fixed assets-depreciation schedules
- Work with external Auditors
- Accounts Payable, Accounts Receivable, Bank Reconciliations, Cash management
- Effectively communicate and respond to internal and external accounting questions

Senior Accountant

Grace Hill Settlement House

April 2013 to February 2016

- Monitors fiscal grant reporting and due dates for Head Start Program.
- Accountant for Head Start program billings (i.e., draw downs and related documents)
- Process and review cash activity associated with the Head Start program to ensure all activity has been recorded.
- Prepare journal entries related to the various areas of responsibility to support of month end closing.
- Monthly meetings with Program Managers to review budget to actual
- Timely review of all Head Start Purchase Orders for proper application of cost principles..
- Maintain Internal Control procedures
- Prepare Monthly Head Start Policy Council Financial Reports.
- Prepare Indirect Cost Rate Reconciliation and Cap Analysis.
- Review program expenditures in accordance with Federal cost principles. Support the A-133 Audit.
- Contribute to the forecasting and budget-setting process.
- Perform other appropriate duties as assigned.

Software: Microsoft Dynamics GP / MS Office-Excel, Word

Tax Accountant at Forest Pharmaceuticals

Westaff Staffing Agency

January 2013 to February 2013

- Responsible for Property, Sales and Use Tax including preparation, review, analysis, filing and reporting.
- Prepares work papers for Federal and State tax filings. Demonstrates attention to detail and quality while successfully meeting established deadlines.
- Property Tax review and processing / Responsible for the proper and timely preparation of business licenses
- Other Projects/Reports as assigned / SAP, Excel

Accounting Manager

Afram Corporation

July 2011 to November 2012

Manage cash flow, budget preparation and analysis, bank reconciliations, A/P, A/R, general ledger, payroll, journal entries, collections, fixed assets, financial statement preparation and analysis, tax return preparation (payroll, property, and Federal, state and Local income tax returns).

- Perform financial analysis and daily interaction with Project Managers, Engineers, and etc.
- Prepare Corporate Tax Returns.
- Assist with identifying and implementing cost-savings opportunities.
- Daily interaction with customers and vendors.

Senior Accountant/Tax Accountant

Robert Half & Accountemps

January 2010 to July 2011

Managed daily cash, bank reconciliations, financial statement preparation, A/P, A/R, general ledger, journal entries, work with outside Accountants to prepare tax returns, reconcile balance sheet items, advise Owner on various accounting issues, (payroll, accounting, and tax), data entry, and interact with sales personnel to verify information.

- Analyze daily, weekly, monthly, quarterly, and annual sales trends per store (five stores).
- Worked in the travel accounting department and researched, analyzed, and collaborated with team members to find errors associated with outstanding line items on the general ledger.
- Created appropriate journal entries to reclassify incorrect entries made by personnel; finished project one month early.
- Prepared complex tax returns for high net worth individuals; all returns were filed accurately and on time.

Accountant/Controller

Apple Management Services, Inc

September 2009 to November 2009

Managed Accounts Payable, Accounts Receivable, General Ledger, Journal Entries, Bank Reconciliation, Payroll, Financial Statements, and Customer Service functions.

- Reported daily to owner regarding financial position of company concerning all of the properties (200+) and provided consolidated financial reporting on the company overall. Negotiated with vendors and lenders on payment schedules.
- Centralized the entire accounting process; several persons had copies of the accounting files and operations were separated and performed in several offices.

Accountant/Owner

TJC Accounting & Tax, LLC

May 2005 to September 2009

A/P, A/R, general ledger maintenance, journal entries, bank reconciliations, payroll processing and reporting, Intercompany fund transfers and fund accounting, Cash Management Financial Statement preparation and analysis for various clients

- Tax preparation for Individuals and Small businesses, S-Corp and non-profit organizations.

- Presentation of financial report at annual business meetings.

Staff Accountant

Renshaw & Associates, LLC CPAs

May 2004 to May 2005

- A/P, A/R, general ledger maintenance, journal entries, bank reconciliations, payroll processing and reporting, financial statement preparation and analysis
- Tax preparation for individuals and small businesses (S-Corp, C-Corp, and Not-for-Profit organizations)

Education

Bachelor of Science Accounting University of Missouri

St. Louis - St. Louis, MO