

# Cynthia Dockery

## **Owner- Finance/ Office Manager**

Elgin, SC 29045

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(803) 608-8969

Authorized to work in the US for any employer

## Work Experience

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### **Owner- Finance Director**

Self Employed - Columbia, SC

May 2016 to Present

One of 4 owners of a general contracting company. Managing the office functions, project management and the finance for a local small construction business. Also, bookkeeping/office functions for a small yoga company.

### **Senior Accountant**

The State Newspaper

March 2015 to April 2016

Joined The State Newspaper through direct hire. The company is a leading supplier of daily news and digital resources.

- Utilizes Microsoft Excel for pivot tables, charting, reporting, and other spreadsheets.
- Responsible for standard accounting and circulation finance data.
- Utilizes Microsoft software and several software programs unique to media companies. PeopleSoft is the main financial software as the corporate driver and connection.
- Responsible for various accounting duties including:
  - Costing
  - General Ledger
  - Payroll
  - Subscriber/vendor accounts
  - Monthly close and reconciliation
  - Accounts Payable
  - Accrual basis accounting

### **Cost Accountant**

W.P. Rawl - Pelion, SC

December 2013 to March 2015

Joined CEO in a placement for a local agriculture company. The company is a leading supplier of vegetables and greens to major grocery chains.

- Utilizes Microsoft Excel for pivot tables, charting, reporting, and other spreadsheets.
- Responsible for cost accounting in terms of yields and production data.
- Utilizes Microsoft Access as a database for sales data in order to run and format reports.
- Responsible for various accounting duties including:
  - Costing

- General Ledger
- Payroll
- Monthly Reporting
- Fixed Assets
- Auditing- Yards
- Office Administration

## **Accountant**

Action Demolition - Gastonia, NC

March 2013 to August 2013

Joined Action Demolition to assist the organization in restructuring, financial direction and daily operations. The company is a scarp and demolition company with years of industry experience and great knowledge within.

- Oversee special projects to identify and capture opportunities to reduce company costs and operational deficiencies.
- Streamlined operations, expenditures and contact throughout organization.
- Consulted with business owners to direct operations and investment needs.
- Utilized Microsoft Excel for accounting purposes including reconciliations and the general ledger.
- Responsible for various accounting duties including:
  - Bank Reconciliation
  - Accounts Receivable
  - Accounts Payable
  - General Ledger
  - Budgeting
  - Monthly Reporting
  - Fixed Assets
  - Auditing- Yards
  - Taxes- Business/Personal
  - Payroll- ADP

## **Staff Accountant**

Central Midlands RTA - Columbia, SC

April 2008 to March 2013

Joined CMRTA, a transit authority for the greater Columbia area. As part of the team, created a financial model that continues to prove secure. Built and maintained strong relationships with local, state & federal government supporters & contributors.

- Excellent hands-on experience in the planning and coordination of critical accounting and financial records.
- Acquired outstanding experience in virtually all facets of public accounting, analysis and financial reporting.
- Utilized Microsoft Excel for accounting purposes including reconciliations and the general ledger.
- Wrote government proposals for acquisitions and grants.
- Responsible for various accounting duties including:
  - Bank Reconciliation
  - Accounts Receivable
  - Accounts Payable
  - General Ledger
  - Budgeting

- Monthly Reporting
- Grant Reconciliation
- Fixed Assets
- Auditing
- State/Federal Audit requirements
- Procurement allocation/documentation

## **Controller**

Travmed USA - Charlotte, NC

October 2007 to April 2008

Spearheaded a series of special projects to identify and capture opportunities to reduce company costs and operational deficiencies.

- Streamlined payroll, expenditures and contact throughout organization.
- Consulted with business owners to direct operations and investment needs.
- Utilized Microsoft Excel for accounting purposes including reconciliations and the general ledger.

## **Accountant**

Duvall Investments - Charlotte, NC

January 2007 to October 2007

Worked with property management firm and over saw the department of two additional accounting associates.

- Monitored, prepared and planned audits, HOA software and month end processes.
- Utilized Microsoft Excel for accounting purposes including reconciliations and the general ledger.
- Responsible for various accounting duties including:
  - General Ledger
  - 34 Property Month end Full Charge
  - Analysis
  - Monitoring and supervising accounting staff
  - Deposits for Commercial properties
  - Accounts Receivable for Commercial properties
  - Software conversion
  - New HOA Setup: software, processes, structure
  - HOA Board Member: Meetings and interaction
  - Auditing
  - Bank Reconciliations
  - Reporting and forecasting

## **Staff Accountant**

Lang-Mekra N.A - Ridgeway, SC

April 2004 to October 2006

Excellent hands-on experience in the planning and coordination of critical accounting and financial records for an international industrial mirrors and molding company.

- Acquired outstanding experience in virtually all facets of corporate accounting, analysis and financial reporting.
- Specialized in preparation of GAAP financial statements for both the parent corporation and its subsidiaries.
- Utilized Microsoft Excel for accounting purposes including reconciliations and the general ledger.

- Utilized Microsoft Access to create a database for the collection of financial data and for receivables.
- Responsible for various accounting duties including:
  - General Ledger
  - Fixed assets for parent and subsidiaries
  - Cost Accounting
  - Month end reports
  - Bank reconciliation
  - Accounting for company's Montessori school
  - Purchasing, receiving and quality
  - Deposits
  - Accounts payable
  - Accounts receivable
  - Credit references and Dun & Bradstreet data
  - Daily uploads to the general ledger and backup for accounts payable

## Education

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### **B.S. in Accounting**

University of Phoenix - Columbia, SC  
April 2006

## Skills

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- ACCOUNTING (10+ years)
- FIXED ASSETS (9 years)
- RECONCILIATIONS (9 years)
- ACCOUNTS PAYABLE (9 years)
- ACCOUNTS RECEIVABLE (8 years)
- Microsoft Excel
- QuickBooks

## Certifications and Licenses

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### **Driver's License**

## Assessments

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### **Accounting Skills: Bookkeeping — Proficient**

February 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/c122a6f4b6117eb9e7f6350d6a34374feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/c122a6f4b6117eb9e7f6350d6a34374feed53dc074545cb7)

### **REMOTE Full-Charge Bookkeeper — Proficient**

September 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/c311aa84577d6230d8e1a87579fff4efeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/c311aa84577d6230d8e1a87579fff4efeed53dc074545cb7)

## **Principles of Accounting — Proficient**

February 2020

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cf618c7c48bd0551a56014b6140934b6eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cf618c7c48bd0551a56014b6140934b6eed53dc074545cb7)

## **Administrative Assistant — Highly Proficient**

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f093482cfde9d998c71df595e5f6e4e7eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f093482cfde9d998c71df595e5f6e4e7eed53dc074545cb7)

## **Accounting Skills: Bookkeeping — Highly Proficient**

February 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/b8be4209fd69ff702875bab7bc79d70ceed53dc074545cb7>

## **Scheduling — Proficient**

February 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f56d06444b91f7e229e0c5adf039655beed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f56d06444b91f7e229e0c5adf039655beed53dc074545cb7)

## **Accounting Skills: Bookkeeping — Expert**

March 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3ae76803dfc74fe799b24d6eb7ed1098eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3ae76803dfc74fe799b24d6eb7ed1098eed53dc074545cb7)

## **Numerical Reasoning Skills — Highly Proficient**

February 2020

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/5ceded6d3e240d3efdf1e0b6d7fc04d42eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/5ceded6d3e240d3efdf1e0b6d7fc04d42eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Additional Information**

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## Professional Skills

➤ More than 16 years' professional experience in the planning, administration and control of corporate/public accounting and finance operations. Excellent analytical, negotiation, project management and customer relationship management skills. PC proficiency with Microsoft Office and specialized accounting and financial analysis/reporting software. Common-sense intelligence with expertise in:

- Financial Planning, Research, Analysis & Reporting ● Federal & State Procurement Contacts
- Accounts Payable, Accounts Receivable & Reconciliations ● Regulatory Compliance & Reporting
- General Accounting & Month-End Reporting ● Fixed Assets
- Financial Modeling & Income/Expense Projections
- Human Resources & Software Conversions
- Notary