

Joseph Forman

Senior Accountant

Signal Hill, CA

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310.691.4626

- * Generated a cost savings of \$12K per year by handling all accounting and bookkeeping duties as Entrepreneur/ Owner of Forman Enterprises, Inc.
- * Promoted from Accounting Specialist to Accounting Manager at Kindred Healthcare due to demonstrated high-level accounting and business administration skills.
- * In process of completing Bachelor's Degree in Accounting, with plans to take Uniform Certified Public Accountant Examination thereafter (graduation expected in spring 2022).

Authorized to work in the US for any employer

Work Experience

Contractor

Various Companies - Los Angeles, CA

January 2019 to Present

Work both contract and temporary assignments with staffing agencies.

- * Fulfilled Accounts Payable, Accounts Receivable, and Payroll duties to client's satisfaction.

Accounting Manager/Entrepreneur/Business Owner

Forman Enterprises, Inc - Kalamazoo, MI

October 2012 to April 2019

Kalamazoo, MI 10/12-4/19

Accounting Manager/Entrepreneur/Business Owner

Own and operate retail store that sells grocery items, hardware, beer/wine, and liquor. Purchase supplies from vendors. Engage in full charge bookkeeping/ full cycle accounting. Operate \$800K budget for cost of goods sold and expenses (www.facebook.com/Greengrocery).

- * Manage 8-10 part-time and full-time employees.
- * Achieve annual sales of \$1.1M.

Accounting Analyst

Northrop Grumman Corporation - El Segundo, CA

July 2007 to October 2012

Assumed responsibility for contract accounting duties of coordination, review, and preparation of complex government billing. Reconciled base costs out of SAP to costs reported in billing.

- * Identified and cleared variances between costs reported in billing and costs booked in SAP.
- * Monitored cash collection status for government contracts.

Contractor

Various Companies - Los Angeles, CA

January 2007 to July 2007

Served as staff accountant during staff transition. Completed multiple projects successfully for five clients.

- * Completed tasks at Fox Cable Networks; E! Networks; The Westfield Group; Hot Topic, Inc.; and Alfred Haus, LLC.

- * Completed payroll reconciliation project, bank reconciliation project, and sales and use tax project over the course of 30-60 days on average.

Accounting Specialist

Kindred Healthcare - Chicago, IL

November 2004 to December 2006

Accounting Manager (Los Angeles, CA)

Assisted CFO in management of Fiscal Services Department, including development, interpretation, coordination, and administration of hospital's policies on finance, accounting, insurance, internal controls, and auditing. Maintained departmental reports and records. Collected statistical data for administrative and regulatory purposes.

- * Managed two employees (Payroll Clerk and Accounts Payable Clerk).

- * Coordinated functions of reimbursements, budget, patient accounting, general accounting, medical records, and admissions.

Sales & Use Tax Accountant

Bally Total Fitness - Chicago, IL

May 2003 to November 2004

Verified that tax collected was the same as taxes paid. Handled state correspondence. Assisted with audits. Researched tax issues. Completed license and annual report filing duties.

- * Prepared sales and use tax returns for locations in multiple states.

- * Ran Brio queries to report retail and sales figures with VAX software.

Education

Bachelor's Degree in Accounting

University of Phoenix - Los Angeles, CA

February 2022

Associate of Arts in Business Fundamentals

University of Phoenix - Los Angeles, CA

May 2020

Accounting

Kalamazoo Valley Community College - Kalamazoo, MI

Skills

- Accounts Payable
- Bookkeeping
- Payroll
- Quickbooks
- Accounts Receivable

- Excel
- Outlook
- Accounting

Links

<https://www.linkedin.com/in/joseph-forman-6b54239>

Assessments

Accounting Skills: Bookkeeping — Expert

February 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/9af38fed77b865ef2aefaf1dc4ad6ab6eed53dc074545cb7

Principles of Accounting — Expert

December 2019

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/f109b7dd899e724e247717f4b53062ad

Accounting: Basic Principles — Expert

April 2019

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/6f4a9d8f7341dd802c456cd5a94e806ceed53dc074545cb7

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