**Eddie Edwards**

**347-657-4040**

EEDWARDS40@STUDENT.UMUC.EDU

* **University of Maryland - Adelphi, Maryland**
* **Bachelor of Accounting**
* Great understanding of General Accepted Accounting Principles (GAAP)
* Great understanding of basic financial statements (Balance sheet, Income Statement, Statement of Cash Flow, Owners Equity and Notes
* Graduating Senior June 2020

**Accounts Payable Associate (Temp)**

**Fort Greene Senior Citizen Council (Jan – March 2020)** - Brooklyn, New York

* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements for all thirteen subsidiary sites under the Fort Greene Council
* Reconciling processed work by verifying entries and comparing system reports to balances
* Maintaining historical records
* Paying employees by verifying expense reports and preparing pay checks
* Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
* Preparing analyses of accounts and producing monthly reports
* Continuing to improve the payment process

**School Groups**

**Future Accountants of Tomorrow** (university-based group for accounting students)

* Team building experiences and exercises.
* Bookkeeping exercises
* Preparation of General Ledger journal entries
* Experience maintaining petty cash accounts
* Trail balance in double entry account booking and trail balance adjustments
* Supporting the accounting team in the development of projects, problem solving exercises and GAAP principles

# Career Skills

* Excellent organizational skills, detailed-oriented
* Desire to learn and grow professionally grow, great attention to detail
* Strong computer skills including Microsoft Word, Excel, PowerPoint, QuickBooks
* Well-developed written and verbal communications skills