Accounts Administrator

ROBERT SMITH

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Objective

To obtain an accounting position with an organization that will utilize progressive experience and skills and will lead to a lasting relationship.

Skills

Microsoft Office Suite.

Work Experience

Accounts Administrator

ABC Corporation - July 1998 – October 2014

- Prepare, file and pay all state and federal payroll taxes and the States Employers Contribution and Wage Report on a quarterly or annual basis.
- Ensure compliance with federal and state labor laws and UI tax statutes, rules, regulations, policies & procedures.
- Managed companys health, dental, life and disability insurance benefits as well as Workers Compensation insurance, liability and other business insurance.
- Review and assist in drafting and editing legal documents, employee handbooks, contracts, and curriculum materials, and submit recommended changes for consideration by the President and Vice President.
- Prepare contractual form agreements between SB&A and its subcontractors and associates.
- Prepare and submit monthly status reports of corporate sales and expense accounts to the President.
- Receive cash and check payments from customers and prepare bank deposits.

Accounts Administrator

Delta Corporation - 1995 – 1998

- Responsible for accounts payable process - including obtaining approval, coding and processing invoices.
- Cut checks weekly and prepare for signature and mailing.
- Process outgoing wires for the accounting team and record all related journal entries Compile and process expense reports in the Concur system for accounting.
- Managed all the billing for the Xerox Direct managed print services team.
- Consisted in managing thousands of printers across multiple client networks.
- A couple of well-known examples would be Michaels and Cracker Barrels stores.
- Provide comprehensive administrative support to the Service Director, Operations Manager and Field Managers Keep calendar updated and provide travel.

Education

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Bachelor of Arts in English Literature and Board of Governors - (Northeastern Illinois University - Chicago, IL)

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