

ROBERT SMITH

Accounts Specialist I

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Seeking a position to continue building knowledge of general accounting procedures in an industry with growth potential. I endeavor to work in a team environment and use my skills to assist in the company growth.

EXPERIENCE

Accounts Specialist I

Westin Virginia Beach - JUNE 2016 - PRESENT

- Audit financial statements and advise the director of finance and the corporate office of miscoding issues.
- Assist in developing and forecasting yearly budgets as well as, audits and control.
- Create billing accounts by following established procedures of weekly collection calls on past due accounts that are over 30 to 60 days, then i share this information concerning the receivables at weekly credit meetings with my general manager and sales staff.
- File credit card transactions and daily reports from night audit and balance all credit card transactions when there is a problem with the computer system to resolve guest discrepancies.
- Provide end of the month reports as specified by the director of finance.
- Prepare input sheets for processing payroll, as well as monitor the payroll system on a constant basis for accuracy. I also complete the entire payroll process and balance payroll bi-weekly.
- Ensure that the hotel complies with the established credit and collection procedures, with particular attention to front office, group and meetings/banqueting processes.

Accounting Supervisor

Sheraton Bwi - JUNE 2013 - 2016

- I prepared cash deposits, verified cash drops, provided due backs, processed all change order requests, conducted cash bank audits and notified front desk manager of any cash variances or standards violations.
- I was responsible for securing and maintaining the hotels safe and cash.
- I assigned cash banks and secured signature for all cash handling, and i performed daily tracking and corrections to all cash variances as well as balancing all credit card sales.
- I performed accounts payable, revenue entry, and bank reconciliations.
- I adjusted of taxes for government workers and other nonprofit

organizations.

- I trained night auditors and front desk agents on procedures for cash drops, cash paid outs, and how to run the nightly audit.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- BA in Accounting - (Valdosta State University - Valdosta, GA)

SKILLS

Cash Handling, Customer Service, Inventory, Retail, Management, Warehouse, Restaurant, Store Management