

ROBERT SMITH

Accounts Specialist (Contract)

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

I have a multitude of training and experience in the financial industry including working with strict adherence federal and state compliance laws. Accounts receivable/payable maintenance duties include budgeting, risk management and conducting cost analysis. Working with business clients performing financial needs assessments and cost analysis. Heavy experience in general administrative responsibilities including executive assisting.

CORE COMPETENCIES

Accounting, EPIC, Netsuite., Payroll, Quickbooks

PROFESSIONAL EXPERIENCE

Accounts Specialist (Contract) Accountemps - March 2014 – Present

Key Deliverables:

- Prepare daily bank reconciliation for 18 accounts and maintain minimum threshold balance define by zm.
- Cross referenced records form vendor management system such as qq evolution and other database system.
- Reduce 30% of dso by catching discrepancies beforehand, and assuring 99% accuracy through researching and organizing, as well as collaborating with internal/external departments.
- Actively help controller in ad hock projects such as calculating depreciation for properties and pay the property management in a precise manner.
- Established procedures for flat cancellation policy and follow up with the refunds from partnering companies.
- Audit any inconsistency in premium charged and reached out to correct personnel and fix any difference between two systems.
- Perform end of month closing activities for finance team by booking and auditing books of accounts.

Accounting Associate Change Realty - May 2013 – February 2014

Key Deliverables:

- Prepare monthly bank reconciliation for clients in a specific manner.
- Perform comparative market analysis for potential clients on short listed properties.
- Sent weekly/monthly reports on hours worked by labors and amount billed.
- Perform general entries into database and adjusted entries for volume discount.

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- Sent invoices to vendors and receiving confirmation from the operation department.
- Meet all required compliance requirements while following processes and policies.
- 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

Bachelor in Business Administration - 2009(Greenwich University)MBA -
(University Of Dallas)

