ROBERT SMITH

Administrative Accountant

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SUMMARY

A highly motivated Administrative Accountant professional with a record of accomplishments spanning seven years. Areas of strength include: Accounts Payable Accounts Receivable Financial Analysis and Reporting Payroll Management Baselines/EAC's Accounts Receivable Forecasting Sales/Cash Problem Collections Time Management Skills MPM and SAP Experience.

SKILLS

Inventory Management, Risk Management, Fleet Management, Administrative Assistant.

WORK EXPERIENCE

Administrative Accountant

ABC Corporation - February 2009 – August 2013

- Handled account payables and receivables for both Government and Private Sector billing; Maintained current status for records pertaining to payment documents, invoices, purchase orders, requisitions, accounts payable and receivable, and correspondences.
- Handled new hire on-boarding process; Ensured new hires provided proper documentation (health forms, w-4, I-9, 401k etc.); Provided timely responses to any question regarding new hire on-boarding such forms.
- Conducted Office Manger duties including office functions such as landline phone orders and setup, company cell phone accounts etc.
- Negotiated cost savings when dealing with vendors; Single point of contact for outside vendors.
- Handled fixed assets reporting, including the taking of physical inventories.
- Maintained current status for all fiscal transactions manually and electronically.
- Ensured all payments and/or refunds were posted accurately against correct cost centers.

Administrative Accountant

Delta Corporation - 2005 – 2009

- Managed third-party accounts handled for self-pay insurance.
- Released claims based on balance in their money market accounts.
- Managed the clients money market accounts.
- Billed monthly for premiums.
- Payroll Taxes and Accounting M aintain payroll-related accounts and responsible for the reconciliation and accuracy of one or more accounts within a .
- Prepare various accounting papers, schedules, exhibits, and summaries.
- Filing and preparation of payroll tax returns for 10 different states.

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SCHOLASTICS

- M.S. In Accounting

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