ROBERT SMITH

Assistant Accounting Manager II

info@qwikresume.com | https://Qwikresume.com

Over twenty years of accounting experience in small to medium size companies in Connecticut. Expert level knowledge of Quickbooks accounting software including initial installation, setup of accounts, and customization to meet companies' accounting needs. Ten years' experience in HR functions including benefits, personnel record keeping and labor negotiations.

1998 – 2000

ASSISTANT ACCOUNTING MANAGER II - ABC CORPORATION

- Performed multiple accounting functions under the direction of the Accounting Manager and Comptroller at this prestigious wine and spirit distributor.
- Worked in collaboration with the Accounting Manager and Comptroller to monitor cash flow and Profit and Loss statements in order to insure ensure profitability each month.
- Supervised office staff and assigned work as needed.
- Negotiated vendor contracts to obtain best pricing for the company.
- Moved company from a manual accounting system to Quickbooks.
- Installed and configured Quickbooks accounting software to provide Full Charge bookkeeping capability.
- Customized Invoices, billing statements, credit statements and screens to automate processes and streamline accounting functions.

1995 – 1999

ASSISTANT ACCOUNTING MANAGER - DELTA CORPORATION

- Processing account payables and receivables, maintaining ledger book and bank deposits.
- Created high efficient filing system to have an easy and fast access to any information.
- General accounting functions Payroll, Accounts Receivable and Inventory.
- Train other employees on accounting system.
- Balance bank accounts, intercompany accounts, journal entries, maintain general ledger accounts, intercompany billing, payroll, employee benefits, .
- Assist accounting manager in any fiscal duties relating to year end closing and additional assignments as necessary.
- Analyzed all corporate accounts and made adjusting entries as needed Managed and maintained Daily Cash Transactions Invested Excess Funds in Treasury .

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

EDUCATION

BS In Accounting - (Long Lsland University C.W.PostCampus - Greenvale, NY)

SKILLS

Quickbooks Accounting Software - Installation, Configuration.