

ROBERT SMITH

Audit Supervisor

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9 years of experience as an Audit Supervisor is seeking to obtain a challenging and rewarding career opportunity that will enhance both personal and professional growth.

SEPTEMBER 2011 - SEPTEMBER 2017

AUDIT SUPERVISOR - LACKAWANNA COUNTY

- Reviewed and analyzed monthly row office financial statements reports.
- Conducted an audit, and annually reported the district attorneys asset forfeiture report and to the attorney general.
- Conducted audit discovery through interviewing and documenting accounting procedures.
- Developed individual audit plans relative to each row office which included determining representative sampling and tests to outline and support an effective audit methodology and scope.
- Documented accounting procedures and ascertained proper segregation of duties as well as the timeliness of the accounting transactions.
- Verified proper accounting procedures for all cash flows, including a timely recording of deposits and proper authorizations for disbursements.
- Drafted all parts of the audit report, including the overview, findings, and recommendations used and presented during the formal exit conference.

MAY 2008 - AUGUST 2011

CASH & CREDIT CUSTOMER SERVICE COORDINATOR - KRAFT FOODS GLOBAL INC

- Division of North America foodservice CSC (customer service support) within kraft foods inc, providing customer service support. The CFS (customer financial services) position of the CSC team processes customer orders, monitors customer receivables, investigates and resolves customer deductions, verifies invoice accuracy and issues credit lines up to 4million dollars.
- Ensure ongoing adherence to all financial policies, procedures, and processes so that the results satisfy cash application and credit audit reviews.
- Conducts financial statement analysis for customer account credit reviews.
- Collaborate with internal kraft customers, customer service personnel, field sales and other financial personnel to resolve disputes.
- Provide timely information and input to management on business issues and process improvements.
- Actively process invoice deductions and past due invoices. Properly code, investigate and resolve through established policies and processes.
- Work with large-scale databases in Microsoft Excel, compiling information and

reports for more efficient cash application and future research and analysis.

EDUCATION

BS in Accounting - May 1998(University Of Scranton - Scranton, PA)

SKILLS

Accounting, Advanced Excel, Financial Statements, QUICKBOOKS, AS400, Sap, Accounts Receivable, Payroll, Reporting, Bookkeeping, Customer Service, Financial Analysis, And Auditing.