

# ROBERT SMITH

## Branch Accountant

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

To obtain a position in which I can utilize my professional experience and skills as a self-motivated, detail-oriented, customer-friendly individual to further enhance your company.

### SKILLS

Microsoft Office, Microsoft Excel, Administration, Financial Management.

### WORK EXPERIENCE

#### Branch Accountant

ABC Corporation - November 2013 – January 2015

- Managed the monthly closing process for branches/divisions accounting for over \$120 million in annual revenue.
- Reviewed P&Ls with Branch Managers to identify necessary adjustments.
- Prepared and posted adjusting journal entries.
- Coordinated monthly comments for Senior Management.
- Coordinated and assisted with the preparation and input of all forecasts and the annual budget.
- Provided analytical reports to help managers identify revenue and expense trends.
- Reviewed all submissions for accuracy.

#### Branch Accountant

Delta Corporation - 2011 – 2013

- Performed General accounting and monthly closing for five branch locations of the company.
- Performed Account analysis and Financial reporting to the branch locations.
- Analyzed all branch financial information for construction sub-contractor.
- Managed and prepared all construction contract billing and job costing.
- Supervised all service repair billings.
- Audited accounts payable, accounts receivable, payroll, physical inventories.
- Consolidated five branches and issued financial highlights, cash flows, and payroll statistics.

### SCHOLASTICS

- Professional Studies - September 2007(New York University - New York, NY)