

# ROBERT SMITH

## Accounting/Business Manager

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

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

### SUMMARY

Executive administrative support working in fast paced environments demanding strong organization, technical and interpersonal skills. Trustworthy, ethical, discreet and committed to superior customer service. Highly motivated, dependable, energetic, creative, analytical, detail oriented with the ability to multi-task. Resourceful in completing projects with a team or independently.

### SKILLS

Microsoft Office, Adobe Acrobat, Electronic Medical Records, General Office Equipment

### WORK EXPERIENCE

#### Accounting/Business Manager

ABC Corporation - June 2014 – Present

- Worked directly under the principals of the firm and am responsible for managing all financial activities for the firm with a budget.
- Direct and administer financial management functions/systems including development and analysis of monthly financial statements, forecasts, and budgets.
- Oversee general accounting functions including accounts payable/accounts receivable, account reconciliation, and cash management.
- Create a monthly report for the principals that gives a snapshot of working capital and cash flow.
- Effectively oversee all client billing in a timely manner and ensure that each client is invoiced monthly for services rendered and record and track sub-consultant expenditures.
- Review and approve semi-monthly payroll reports for salary and hourly positions verifying all payroll information and deductions are accurate.
- Oversee the facility, coordinate with vendors and clients, and maintain an organized and accurate filing system of confidential information.

#### Senior Business Associate

ABC Corporation - June 2009 – June 2014

- Worked as a business associate at a charter school of 400 students and was promoted to senior business associate.
- Performed accounts receivable and payable duties and classified and recorded financial data into quickbooks as well as ensured the accuracy of various financial statements and reported that data to the chief financial officer of the school.
- Interacted with the schools accounting team on items relating to the functions of the business office and financial reports.
- Reorganized school inventory system and restructured the inventory processes and procedures.
- Review bi-weekly payroll reports for salary and hourly positions verifying all payroll information and deductions are accurate.

- Managed an effective employee benefit system for the schools employees as well as prepare and give workshops for the benefit of staff members to explore their company-sponsored benefits.
- Researched for new laws affecting compliance and oversaw a monthly communication among the administrative team which gave direction on upcoming compliance events and new information from the state and city education departments.

## SCHOLASTICS

- MBA in Accounting - (Liberty University, School Of Business)BS - (Hyles-Anderson College)