Robert Smith

Client Accountant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Highly qualified Client Accountant with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

WORK EXPERIENCE

Client Accountant

ABC Corporation - January 2014 – 2022

Responsibilities:

- Managed and assisted with the month end closing procedures for four clients.
- Maintained and reconciled prepaid expense and deferred revenue schedules.
- Accelerated recording payroll transactions through standardised Excel templates.
- Extracted employee hours from payroll time entry for invoicing.
- Improved accounts payable turnaround by implementing Bill.com.
- Oversaw prepaid card balances, reconciliation and request missing expenses or classification.
- Calculated cost-benefit-analysis when deciding on new technology, system or procedure.

Client Accountant

Delta Corporation - 2011 – 2014

Responsibilities:

- Entering date into system.
- Reconciling of vendor statements.
- Bank deposits.
- Maintain clients by completing their accounting needs accurately and in a timely manner.
- Reminding them of important upcoming dates including tax deadlines.
- Segregate transactional activity by bank account Import transactional data into a database Prepare general ledger entries for automated clearing .
- Provided accounting services for national commercial real estate company Managed accounting for 14 properties owned by national clients including .

Education

BA In Accounting

SKILLS

Quick books, Billing, Salesforce / CRM.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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