Robert Smith

Corporate Accounting Assistant

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SUMMARY

Corporate Accounting Assistant with 6+ years of experience in Assisting with year-end tasks and vendor management including preparing and processing 1099s and 1096s when necessary, and also Serving as a backup for monthly preparation with sales tax or accommodation tax returns for properties.

SKILLS

Inventory Management, Real Estate Research, Event Planning, Office Administration.

WORK EXPERIENCE

Corporate Accounting Assistant

ABC Corporation - 2015 – 2020

- Maintained files on all accounts payable information.
- Made copies of check requests and invoices along with backup for filing, processing of checks and prepare for mailing, and filing of computer generated reports.
- Streamlined many areas of Accounts Payables/Receivables by reorganizing and restructuring procedures.
- Created Accounts Payables/Receivables procedure manuals.
- Prepared reconciliations for building tenants.
- Developed a strict billing process that does not allow payments over 30 days.
- Received and posted incoming payments daily.

Corporate Accounting Assistant

Delta Corporation - 2010 – 2015

- Responsible for Accounts Payables for three franchises of parent company Input monthly general journal entries Performed detailed inventory analysis /.
- Manual Wire Transfer Entry into the Computer System Reconcile Weekly Bank Statement with Accounts Receivable Deposits and Accounts Payable Preparing .
- Assist in Month End Close Analysis and Reconciliation of General Ledger Accounts Designated point person for Capital Projects for seven Manufacturing .
- Managed all accounts receivable Managed all collection efforts on delinquent accounts Maintained and reconciled all agent billing Served as main .
- Part time during High School) Assisted Accounts Payable Manager in the performance of daily administrative support duties including invoice .
- Created a 65-page How-To Accounting Procedures Manual, Responsible for All Prevailing Wage Projects (filings, certified payroll reports, etc), .
- Responsible for all aspects of bookkeeping in the Corporate Department including A/P, A/R, inputting journal entries into general ledger software, .

EDUCATION

Masters Of Science In Accounting

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