

ROBERT SMITH

Sr. Finance Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over ten years work experience in the finance environment and currently working as a Lead Finance Analyst, managing the Incentives and Commissions reporting process to the Vice President in charge of Incentives and Commissions.

CORE COMPETENCIES

SQL, Excel, Python, Powerpoint.

PROFESSIONAL EXPERIENCE

Sr. Finance Supervisor

ABC Corporation - March 2012 – June 2012

Key Deliverables:

- Supervise a staff of six in accounts payable, accounts receivable and general ledger functions.
- Responsible for preparation of financial statements.
- Reconcile bank accounts and balance sheet accounts monthly.
- Responsible for maintaining banking relationship.
- Maintain company credit cards issuing and compliance.
- Responsible for POS systems and cash collection equipment.
- Part of Senior Leadership Committee that helps to make important decision about the organization.

Finance Supervisor

Delta Corporation - 2011 – 2012

Key Deliverables:

- Streamline departments business processes Migrate old suite of scattered Excel reports to a centralized SQL database Replace VPs static PowerPoint.
- UPS International Finance & Accounting - Automated non-recurring entry reporting process - Group Administrator for online MS SharePoint application.
- Financial Reporting & Analysis - Provided financial reports & variance analysis to management & auditors - Processed intercompany eliminations.
- UPS SCS Global Finance & Accounting Administration - UPS SCS Small Package Volume & Revenue Reporting Coordinator - Issue weekly volume & revenue.
- US Government Contractor) Oversaw field finance operation (multi-cultural & multi-national) Assisted in the development of Finance policies.
- Supervise cashiers, the balance of cash bank, mentor and Training of employees.
- hours/week; Supervisor(s) Ernie Catolico May be contacted (619) 632-3103 Monitored and managed payroll accounts for active, reserve, and retired.

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EDUCATION

- Masters of Business Administration in Business Administration - (AIU Online University - Atlanta, GA)