Robert Smith

Financial Operations Manager II

CONTACT DETAILS

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PERSONAL STATEMENT

Highly skilled professional with progressive experience in broad-based competences in financial accounting to include the understanding of GAAP, Federal/State Budgeting, and Financial Reporting. CORE STRENGTHS Fiscal Analysis Regulatory Compliance Financial Management Federal & State Grants Forecasting & Budgeting Financial Analysis Procurement Policy Development Account Reconciliation Risk/Loss Management Government Fund Accounting Account Management.

WORK EXPERIENCE

Financial Operations Manager II

CLAYTON COUNTY BOARD OF HEALTH - January 2016 – 2020

Responsibilities:

- Served as the Financial Operations Manager.
- Reviewed State and Federal government contract proposals.
- Generated forecasts of expenditures to justify contract proposal amount.
- Prepared and analyzed quarterly financial statements for management explaining the financial position of the company in the areas of income, expenses and earnings based on past, present, and expected operations.
- Reviewed invoices, travel expense requests and payment documentation for accuracy and proper coding; approves invoices for payment.
- Supervised daily operational tasks of the budget and special project personnel.
- Monitored and managed expenses within the established operating budget.

Financial Operations Manager

Delta Corporation - 2014 – 2016

Responsibilities:

- Managed the regional processing center for eastern regional bank operations group.
- mm AUM-Multi-Strategy Fund Oversaw all accounting functions for the management company A/P, 401(K) plan, payroll Performed all trade settlements, .
- Provide leadership to the Accounts Receivable, Purchasing and Facility departments for a multi-million dollar life insurance division Reengineered .
- Manager of multiple teams that were responsible for researching and resolving all vendor payment issues, setting-up of new vendors in the accounting .
- Falls/Blackfoot, ID.
- Administration Assist owners to achieve objectives and profit goals Monitor and enforce company policies and regulations Accounting/Finance Assist .

SKILLS

Quikbooks, Microsoft Office.

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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- Helped prepare and maintain firms financial reports including monthly financials and net capital reports and, quarterly focus reports.

Education

GOVERNMENT - (UNIVERSITY OF GEORGIA - Athens, GA)

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