Robert Smith

Lead Financial Technician

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Exceptional budget analysis, payroll, auditing, interview skills, tax knowledge. Strong government background with clearances, specialized computer programs research skills and consistent work with regulations.

WORK EXPERIENCE

Lead Financial Technician

ACCOUNTEMPS - November 2014 – 2020

Responsibilities:

- Prepared work-related spreadsheets, standardize summaries and reports, and perform reconciliations.
- Automated systems and system software to enter, retrieve and edit financial data and prepare financial documents.
- Researched accounting systems and records to identify and correct errors in financial transactions.
- Managed excel spreadsheets for special programs.
- Assisted in the monthly reconciliation process on various GL accounts.
- Assisted with year-end processing and compliance.
- Worked closely with vendors to ensure accounts were current, paid in time to take advantage of vendor discounts.

Financial Technician

ABC Corporation - 2011 – 2014

Responsibilities:

- Financial Technician, U.S.
- Marine Corps, 2013-2015-Okinawa Japan Accurately processed and organized more than 1,100 contracts, public vouchers, collection vouchers and military payrolls in excess of 6.3 Million dollars.
- Assisted in the Fiscal section administrative analysis team audit.
- In which the section received a 94.59 percent and led to the Disbursing offices score of 94.29 percent.
- Contributed in supporting 18,000 Marines and Sailors across the III Marine Expeditionary Forces Area of operations in Asia.
- Superior performance in the execution of his duties as a Fiscal clerk..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Associates in Paralegal - (Eastern Idaho Technical College)

SKILLS

Accounts Payable,
Accounts Receivable,
General Ledger.

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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