General Accounting Supervisor

ROBERT SMITH

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Objective

As a General Accounting Supervisor, responsible for Developing process improvements in coordination with multiple departments, Assisting Manager with various duties including but not limited to training new employees, ad hoc analysis and projects, improving procedures, and month-end close duties.

Skills

Alight, Dynamics SL, Paychex, ADP, Quickbooks, and Quicken software, as well as with Excel, Word, PowerPoint, and Access.

Work Experience

General Accounting Supervisor

ABC Corporation - June 2005 – 2020

- Managed the closing general ledger closing process for four facilities.
- Analyzed monthly balance sheet accounts and reconciliations.
- Generated financial statements and plant reporting.
- Analyzed and researched reporting issues to improve accounting operations procedures.
- Created periodic reports comparing budget to actual cost.
- Optimized and managed capital spending through collaboration with plant engineering and corporate resources.
- Responsible for maintaining the Fixed Assets.

General Accounting Supervisor

Delta Corporation - 2004 – 2005

- Supervised A/P, A/R, P/R, and general ledger departments.
- Review and supervise work performed as well as special projects.
- Prepare year-end work papers for auditors review for taxes to be prepared.
- Created and maintained a new assets system for each ranch owned and operated by the company.
- Supervised Accounts Payables Journal entries, including accruals for a month & yearend close activities Analysis and reconciliation of balance sheet.
- Reduced the month-end close process from 10 to 5 days.
- Established cost center accountability for each operating manager.

Education

Bachelor Of Science In Accounting

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