ROBERT SMITH

Corporate General Ledger Accountant

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Highly skilled General Ledger Accountant with more than five years of experience and in-depth knowledge of accounting, financing and budgeting principles. Experience in maintaining data controls and accountability to mitigate risk. Skills in researching, reporting methods and establishing risk management procedures. Three and half years managing client risk through daily, weekly, and monthly reporting of cash and share variances with skills at providing swift resolution to complex issues.

FEBRUARY 2013 – SEPTEMBER 2013

CORPORATE GENERAL LEDGER ACCOUNTANT - RABOBANK, NA

- Balanced and reconciled the balance sheet accounts and cost centers daily, monthly and quarterly through an automated reconciliation system, frontier recon plus.
- Prepared reconciliations of general ledger accounts and resolved any accounting discrepancies as well as documented how accounts are being used and determined if adjusting journal entries are needed and processed journal entries.
- Identified and analyzed the unusual or reconciling items and taking appropriate actions to resolve exceptions.
- Collaborated with line of business partners to establish appropriate reconciliation methods and aging requirements to ensure timeliness and accuracy of the reconciliations.
- Participated in the development of Rabobanks internal policies and procedures regarding account reconciliation and certification and other processes as needed.
- Used various software applications, such as spreadsheets, general ledger and automated reconciliation programs to assemble, manipulate and/or format and summarized data and/or reports.
- Assisted with the design of reconciliation processes by leveraging various source system data. Worked with business line managers to optimize the data to deliver an efficient reconciliation process.

2007 – 2012

DATA MANAGER/RECONCILIATION SPECIALIST - STATE STREET CORPORATION

- Performed root cause and trend analysis of operational and external issues utilizing the data management database and provided.
- Reconciliation services for cash and share variances to mitigate risk for institutional investors.

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- Created a centralized point of communication to manage the missing and mismanaged data feeds and swift messages.
- Mitigated and resolved potential client risk surrounding missing and mismanaged data.
- Refocused, redefined procedures to more efficiently manage the control.
- Back up to accounts receivable when need to help post payments for catering functions.
- Review other accountants reconciliations and scan all reconciliation and journal entries.

EDUCATION

Associate in Accounting And Business Management - (Western Sydney Institute)
Diploma in Medical Office Management - (Maric College, Sacramento Campus)

SKILLS

TLM 2.7, PLM, MYSS, Open Systems Accounting (OSA), DRS, MYOB & MS Office Microsoft Excel, MS Access, Frontier Recollector, Frontier Recon Plus, Frontier Admin, Synergy Systems, Monarch, Tagetik, & SAP.