ROBERT SMITH

GL Accountant/Representative

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SUMMARY

Finance professional with experience implementing financial strategies, processes and internal controls while fostering a collaborative environment.

CORE COMPETENCIES

Technical Skills, Management.

PROFESSIONAL EXPERIENCE

GL Accountant/Representative

ABC Corporation - August 2008 – April 2012

Key Deliverables:

- Prepared and post Journal Entries to record activity associated with the monthly financials and bank reconciliations including Reserve and CD accounts.
- Processed adjustments to General Ledger.
- Maintained the financial integrity expected for proper GAAP and Sox reporting, accurately reflecting each propertys cash flow.
- Assisted property management with issues that have financial implications.
- Filed of monthly taxes in accordance with state and county guidelines.
- Maintained database for the approximate Individual Unit Owners and set up their monthly ACH distribution wires.
- Proposed the resolution, execute resolutions by preparing the necessary paperwork and obtaining proper approval.

GL Accountant

ABC Corporation - 2003 – 2008

Key Deliverables:

- Calculated prepaid amortization, fixed assets depreciation, sales commission accrual.
- Reconciled bank accounts, sub-ledgers, and GL accounts for 7 entities in NetSuite; then mapped chart of accounts and migrated trial balances into Intacct.
- Reconciled AR, AP sub-ledger, GL accounts, hardware inventory.
- Prepared and posted month end journal entries.
- Performed balance sheets and P&L accounts flux analysis.
- Accomplishment Prepared and validated financial data for successful ERP integration.
- Skills Used Netsuite, Intacct, Salesforce, Excel - Pivot Table.

EDUCATION

- Accounting and Finance - (COLLEGE OF STATEN ISLAND - Staten Island, NY)

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