ROBERT SMITH

Lead GL Accountant

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SUMMARY

General ledger accountants prepare journal entries, reconcile financial statements and accounts, and ensure data accuracy.

CORE COMPETENCIES

Finance, Accounting.

PROFESSIONAL EXPERIENCE

Lead GL Accountant

ABC Corporation - August 2007 – October 2012

Key Deliverables:

- Prepared account reconciliation on a monthly and quarterly basis.
- Prepared Journal Entry in an accurate and timely manner.
- Reviewed general ledger entries for accuracy.
- Reviewed monthly expenses, ensure accurate accounting and accruals are posted at period-end Closed the monthly general ledger on a timely basis.
- Reviewed, verified and analyzed data prior to the final close of the general ledger with the Manager.
- Worked with the Manager to identify and notify of any significant, improper accounting transactions.
- Worked closely with other departments to improve data sources and to answer questions.

GL Accountant

ABC Corporation - 2002 – 2007

Key Deliverables:

- Reconcile GL accounts on a monthly basis such as merchant accounts, credit card accounts, fixed assets, prepaid, vendor deposits, and notes payable.
- Work on special projects assigned by upper management related to the companys finances.
- Process and pay vendors daily.
- Manage purchase requisitions.
- A/P Analyst- Process expense invoices.
- Set up truckload carriers and expense vendors in MAS500..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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