

# Robert Smith

## *Intermediate Accountant*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office,  
Reconciling, Supervising.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## **PERSONAL STATEMENT**

Intermediate Accountant with 6 years of experience in Reconciling, investigating, correcting, and adjusting accounting information in accordance with aggressive deadlines, and also Proactively identifying unique problems, such as reconciliation and posting issues, and seeks help to resolve, if necessary.

## **WORK EXPERIENCE**

### ***Intermediate Accountant***

**ABC Corporation - January 1999 - October 2002**

#### *Responsibilities:*

- Included performing various complex and technical accounting functions within the Revenue Accounting Section of Los Angeles Superior Court.
- Reviewed and analyzed legislation, policies, and procedures to ensure that the courts were utilizing generally accepted accounting principles.
- Examined and discussed bank documents and records with cashiers, supervisors, and managers at various courts to ensure that internal controls were being maintained.
- Included reconciling the civil trust account, bank statements, and credit card statements that involved researching and resolving variances and discrepancies.
- Resolved matters with the California state tax agency regarding payments received on uncollectible items, overpayments, garnishments, and refunds due to the Court.
- Successfully investigated and identified problems with Traffic Interactive Payment settlement batches.
- Attended IVR implementation meetings to discuss accounting issues and worked with programmers on testing and reporting for accounting.

### ***Intermediate Accountant***

**Delta Corporation - 1997 - 1999**

#### *Responsibilities:*

- Preparation of Financial statements Income tax returns GST returns PAYE returns other IRD correspondence Journals and reconciliations Cashflow.
- One of the worlds oldest and largest lessor of intermodal freight containers that serve virtually every major shipping line in the world.).
- Prior and Budget, P/L, B/S, Statistical, Selling and Administrative and Operating Expenses analyses.
- Systematized the process to analyze S&A by creating a monthly report in nVision (PeopleSoft) which reduced the process from 2 to 1/2 a day.
- Streamlined the monthly account analysis process by creating Queries in PeopleSoft that provided key information by the account that led to the reduction.
- Responsible for Fixed Assets, Tax, and Budget reports, as well as

handling most of the B/S accounts analyses.

- Developed a quarterly Fixed Assets report by creating Crystal reports that summarized Cost, A/D & NBV by location, reducing the Tax Dept process.

## **Education**

Master's In Project Management