

Robert Smith

Assistant Project Accounting Manager I

CONTACT DETAILS

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PERSONAL STATEMENT

Innovative Accountant proficient in extracting financial data from various reporting systems and operational changes. Accommodating who effectively manages strict deadlines, schedules and repetitive a positive, can-do attitude while always seeking to improve the process.

SKILLS

Ms Office, Problem solving skills.

WORK EXPERIENCE

Assistant Project Accounting Manager I **ABC Corporation - April 2007 - July 2008**

Responsibilities:

- Included supervision of three Project Accountants which handled billing and collections of multiple client projects for private and public sectors.
- Managed all types of government contract billing methods Cost-plus (efficient and standard), Fixed Price Percentage, and Time and Material.
- Responsible for revenue recognition as well as un-billed revenue analysis monthly.
- Reviewed and set up all new client contracts and tasks along with budgeting.
- Assisted with yearly audit as well as state government overhead audits.
- Assisted with standard general ledger reconciliations.
- Prepared supporting schedules.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Project Accounting Manager **Delta Corporation - 2006 - 2007**

Responsibilities:

- Project Setup, Time-charging, PSR Analysis, Project Reporting and Revenue Recognition.
- Overseeing the Invoicing and Collections.
- Managing 4 employees on day-to-day basis.
- Interacting with Department Heads and Project Managers to ensure the smooth running of the Business Units.
- Reviewing contracts and modifications to understand contractual billing requirements to ensure proper application on invoices.
- Approving timesheets and vacation requests.
- Filing Quarterly Contract Access and Industrial Funding Fees.

Education

Associate Of Arts in Accounting - March 2004(American Military University - Charles Town, WV)