

# Robert Smith

## Accounting Project Administrator

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Construction accounting professional with key strengths in billing and project accounting functions. Through understanding of schedule of values, preliminary notices, lien releases and insurance certificate requirements. Possess several years of expertise with the administrative and accounting aspects of the General Contracting, Subcontracting, and Construction Management Office.

### **SKILLS**

Microsoft Office, PVault,  
Viewpoint, Fieldwork  
Center, 10-Key, Billing

### **LANGUAGES**

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

### **WORK EXPERIENCE**

#### ***Accounting Project Administrator***

**ABC Corporation - March 2016 - November 2016**

##### *Responsibilities:*

- Audit all employer contracts; assist in obtaining all documents necessary for employer contracts.
- Maintain and audit employer and candidate databases for accuracy, timely completion and areas for improvement.
- Review time cards and pay stubs for verification of subsidy requests; complete spreadsheets to keep track of subsidy transactions daily, weekly and monthly.
- Create and maintain employer subsidy files for audit purposes, following company procedures and policies as well as outlined subsidy guidelines.
- Enter all accounting transactions into excel workbooks and accounting forms to process subsidy requests on a timely basis; follow-up on any outstanding accounts via email, phone, personal visit and mail.
- Maintain established relationships with employers and keeps employers up-to-date on accounts and any issues needed to be resolved; maintain focus on employers to continue positive relations.
- Request and maintain all authorizations for employers in the subsidy program; work with outside agencies to secure reimbursements for requested subsidies.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

#### ***Cash Application Specialist I***

**ABC Corporation - June 2006 - October 2007**

##### *Responsibilities:*

- Started with the company as a temporary worker through Spherion employment services as the receptionist.
- Duties included answering multi-line phones, filtering and distributing incoming mail, distributing inter-office mail, accepting patient payments.
- Keeping all office phone lists up to date, and input and distribution of refund request master log.
- Duties included data entry of all incoming payments including insurance eobs and patient payments, the input of vital information into several excel spreadsheets.
- Balancing daily incoming bank deposit and dividing checks and eobs into batches, processing credit card and electronic check payments.
- Contacting bank representative to correct bank errors, contacting

insurance companies and patients to clear payments received, and balancing each batch signed out.

- Track and compile project information and prepare status reports for management.

## **Education**

Electrical Engineering - 2008(Delaware Technical Community College  
- Newark, DE)