

ROBERT SMITH

Staff/Public Accountant

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SUMMARY

Analytical and collaborative Public Accountant with a diversified skill set including 2+ years of accounting and auditing experience. High standards of ethics, accuracy, professionalism, and customer service. Core Qualifications GAAP Compliance Risk Assessment Pre- and Post-System Implementation Process Mapping & Walkthroughs Internal Control Design & Implementation Data Analytics Coaching & Mentoring Business Partner Collaboration.

SKILLS

CPA, Financial Reporting, Tax Preparation, Working

WORK EXPERIENCE

Staff/Public Accountant

Schaeffer CPA - March 2018 – Present

- Providing specialized accounting and internal control services to growing clients.
- Using fraud auditing techniques to review general ledger and bank statement activity for a customer that discovered misappropriation of company funds that had occurred over a five-year period.
- Reviewing the accounting responsibilities and recommending newly processed which introduced segregation of duties within the finance department.
- Performed a three-year reconciliation between cashed-based sales deposits to pos accrual-basis sales reports.
- Developing written processes for a client to follow going forward, providing detailed instruction on using excel functionality to analyze reports exported from the POS system.
- Developing procedures for a retail client to cost month-end inventory on hand.
- Reviewing the client's QuickBooks entries on a monthly or quarterly basis and prepare required adjusting entries to ensure compliance with GAAP, and federal and state tax reporting requirements.

Consultant

ABC Corp - April 2017 – February 2018

- Provided expertise and oversight for a system-wide accounting process.
- Represented accounting services in process improvement discussions with programmers, business applications, developers, and vendors.
- Accounting technical resource for assigned area of expertise to senior accounting services personnel and other internal and external customers.
- Responsible for training, directing, and reviewing others working within the same accounting function.
- Provided expertise in applying generally accepted accounting principles to accounting function.
- Directed and oversaw the month-end close process of a complex accounting function.

- Reviewed and recommended modifications to related accounting systems and procedures.

SCHOLASTICS

- BSBA in Accounting - 2015 (Maryville University - St. Louis, MO)