

Senior Accounting Analyst

ROBERT SMITH

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Objective

6+ years of experience as a Sr. Accounting Analyst. Well-rounded financial reporting with a diverse background in Finance, Banking and Accounting.

Skills

Acrobat, Business Management, Deltek, Dynamics, Financial Management, Word, Excel, Great Plains, Quickbooks, SQL, Reconciliation, And Financial Reporting.

Work Experience

Senior Accounting Analyst

Balfour Beatty Construction - January 2015 – Present

- Initiating foreign and domestic bank wire transfers, and achs in the online banking systems and ensure they have proper approvals.
- Assisting accounting in the reconciliation of the monthly bank statements to the general ledger.
- Preparing and posting accounting related entries to various ledgers, registers, journals logs by following established accounting techniques procedures.
- Conducting bank account administration which includes, validation of opening and closing of accounts; and signatory changes.
- Preparing monthly closing by also recording activity related to employee benefits, allocations/accruals, and depreciation.
- Responsible for monthly detailed reconciliations of all balance sheet accounts including cash, inter-company balances, prepaid accounts, general and accrued liabilities, etc.
- Providing monthly and quarterly detailed variance analyses and explanations including detailed transactional financial reporting as required by management.

Financial Analyst

ABC Corp - October 2012 – January 2015

- Consolidate and analyze financial data (budgets, income statement forecasts etc) taking into account the companys goals and financial standing.
- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Prepare and distribute reports and provide analysis/support as needed on a monthly basis.
- Identify process improvement opportunities as it relates to the individuals area of responsibility.
- Determines the cost of operations by collecting operational data from division controllers.
- Prepares risk management reporting and analysis (e.g., casualty insurance, healthcare analysis).
- Builds effective relationships with internal and external customers that reflect and support company core values that meet or exceeds the customers expectations.

Education

Bachelor Of Science in Finance And Accounting - January 2010 to May 2012(The University Of Texas At Dallas - Richardson, TX)