

# ROBERT SMITH

## Senior Accounting Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Proactive accounting professional with over 5+ years of experience working as a Sr. Accounting Analyst for Federal Government Contractors, International, and local Not-for-Profit organizations. Works effectively with employees, donors, customers, and executives to meet organizational goals Improving accounting procedures and timelines while streamlining corporate and field finance operations.

### CORE COMPETENCIES

SAP, Financial And Business Management System (FBMS), Microsoft Dynamics SL, QuickBooks, Deltek GCS Premier, Excel, Access, PowerPoint, Word, Acrobat Adobe, Financial Management Systems, OTCnet, And Lawson.

### PROFESSIONAL EXPERIENCE

#### Senior Accounting Analyst Africare - April 2015 – Present

##### Key Deliverables:

- Providing leadership in year audit prep; maintaining audit schedules, responding to audit questions and assist in financial statement preparations as assisting the chief financial officer in the preparations of corporate budget, quarterly and annual financial reports for management and board, month end and year end closings as well as other assignments.
- Managing the operational and financial program financial activities and transactions of an assigned portfolio of country offices, to ensure compliance with internal manuals and USAID guidelines re donor requirements.
- Analyzing and reviewing monthly corporate and field financial reports for consistency, completeness, and accuracy of documentation and proper posting to the correct project budget item; this requires briefing project staff to go over results of the review.
- Preparing general ledger entries and appropriate reconciliations for month-end, quarterly and year-end closing for corporate and multiple country projects.
- Preparing and reviewing the country office and project budgets prior to implementation. Analyzing budgets on a regular basis for spending and burn rates. Review of needed budget modifications. Review budgets for completeness to capture necessary costs.
- Providing training, support and technical assistance for field finance staff on accounting, financial management, cost share, sub-awards and sub-recipient monitoring and operation. This training reduced errors and improved efficiency of field staff in preparing the monthly country financial reports.
- Assisting in the interview process for selection of country office director of finance and administration positions, accounting analyst positions, and field finance staff positions. Provide guidance to country finance teams to support the local interview process.

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### Staff Accountant

**Crgt Inc - July 2013 – March 2015**

#### Key Deliverables:

- Prepare journal entries, ap entries and invoices and posts into the accounting system.
- Analyze, reconciling and interpreting financial data, extract pertinent details and post transactions for cash collections, fund deposits and vendor payments into FBMS daily.
- Reconcile various fund accounts and collection with the treasury cash accounts to ensure that revenue and expenses were fairly stated according to financial management and fiscal procedures and practices.
- Generate monthly invoices for reimbursable contracts, reviewing aged receivables, project, and invoice set-up and project close-out.
- Assist with accounting, financial management and fiscal procedures and practices and training regarding accounting and financial matters underlying the system design and operations.
- In conjunction with program managers or other staff, provide forms and worksheets to field finance staff as needed to track or document in-kind cost share, travel advances, allocation of costs among programs, payroll reports, etc. Assist program managers and other project staff in the regular monthly monitoring of project spending levels against a budget.
- Maintain close communication with supervisor, senior management, field staff and other team members regarding project priorities, objectives, workflow, and challenges. This communication allowed for the ability to resolve issues in a timely manner.

### EDUCATION

Bachelors in Banking And Finance - September 1997 to November 2000(University Of Buea - Buea-Cameroon )MBA in Accounting - (Keller Graduate School Of Management Of DeVry University )

