

ROBERT SMITH

Senior Accounting Assistant II

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SUMMARY

Reviews invoices for payment eligibility. Provides guidance and reviews the work of the Accounts Payable Assistant. Responsible to ensure payments are processed according to contract terms.

SKILLS

Photo Editing, Spreadsheet Creation, Excel, Word, Quickbooks, Internet Research, Data Entry.

WORK EXPERIENCE

Senior Accounting Assistant II

ABC Corporation - November 2006 – September 2008

- Reviewed every invoice to make sure billed correctly Check for the proper coding and approvals Get with Logistics if not accruals missing or incorrect .
- Researched, tracked and resolved accounting issues.
- Performed monthly bank reconciliations for a set accounts.
- Performed general ledger entries and reconciliation for month-end close.
- Reviewed, analyzed and monitored expenses Reconciled and analyzed balance sheet and income statement.
- Prepared weekly and monthly inventory reports, stock and sales reports, organize weekly and monthly stock count of warehouse and vans, monthly .
- Performed bookkeeping, accounts payable, accounts receivable, and journal entry procedures to streamline all fiscal activity of the district office.

Senior Accounting Assistant

Delta Corporation - 2001 – 2006

- Reconciled bi-weekly travel invoices averaging \$300,000+ Maintained accounting information in Excel.
- Conducted bank reconciliation of monthly credit card.
- Eliminated \$200,000 backlog on Lockheed Martin travel card within 4 months.
- Verified contracts and ensured agreement to all established terms.
- Reviewed accuracy of student rosters for Train the Trainer program.
- Researched the availability of future long term training sites.
- Provided detailed review of student evaluation forms.

SCHOLASTICS

- Diploma in Accounting - January 2002(West Georgia Technical College)