

# Robert Smith

## Senior Financial Accountant/Supervisor

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Versatile senior financial professional with demonstrated performance with ten years advancing through financial roles: Accounting and Financial Planning & Analysis. Well rounded perspective encompassing advantages from large global organizations to small business.

### **SKILLS**

QuickBooks Certified  
ProAdvisor Society Of  
Corporate.

### **WORK EXPERIENCE**

#### **Senior Financial Accountant/Supervisor**

**ATLAS BOOKKEEPING SOLUTIONS, LLC - 2012 - 2020**

##### *Responsibilities:*

- Assisted small business owners by providing quality and cost-effective solutions for their accounting needs allowing them to focus on their products, services and clients.
- Performed full charge bookkeeping duties by managing day-to-day accounting functions including journal entries, accounts payable, accounts receivables, cash receipts, bank and credit card reconciliations, preparing payroll and sales tax returns, as well as preparing financial statements.
- Managed clients accounting and reporting functions as well as payroll processing for employees.
- Handled diversified Accounts Payable/Receivable and expense control procedures including bank account reconciliation, cash receipts, disbursements, finance charges, billings, invoicing, purchase order and inventory verification, and preparation of daily bank deposits.
- Followed through on timely and accurate month-end closings and financial reporting activities.
- Completed month end, quarter end and year end closings statements.
- Performed financial analysis on all facets of the operation.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

#### **Senior Financial Accountant**

**Delta Corporation - 2010 - 2012**

##### *Responsibilities:*

- Supervise and review reports from the back office and in-house accountants Responsible for preparing daily journals with up to \$14B in daily .
- Senior Financial Accountant Responsibilities Primary responsibility is to prepare financial statements and supporting schedules according to monthly .
- Create and compile the monthly and quarterly financial reporting for senior leadership and external parties Process monthly accounting entries for .
- Ad hoc reporting and projects related to company acquisitions.
- Skills Used Advanced Excel skills.
- Review co-workers Financial Package for Hotel Companies Conduct quarterly reviews of co-workers Balance Sheets Conduct interview and hiring of new .

- Recruited by this \$900M global manufacturer of wire rope products for oil and gas exploration, surface and underground mining and construction; .

## **Education**

MBA in ENERGY FINANCE - (Texas Southern University - Houston, TX)