ROBERT SMITH

Treasury Assistant

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SUMMARY

Treasury Assistant with 20 years of executing projects that met the goals of the organizations. Extensive experience coordinating and overseeing the procedures of organizations and shepherding high ranking foreign officials, and students through the processes where they were engaged. Outstanding organizational and problem-solving abilities with a strong background in compliance.

CORE COMPETENCIES

Management And Teamwork, Inventory Control, Internal Audit, General Accounting.

PROFESSIONAL EXPERIENCE

Treasury Assistant

ABC Corporation - January 2004 – December 2020

Key Deliverables:

- Administered online banking functions, performed daily data queries, and prepared related reports for over 160 bank accounts.
- Responsible for the monthly reconciliation of the accounts statements.
- Managed all the bank accounts fee analysis.
- Calculated and processed proper charges for each department.
- Balanced financial statements and prepared documentation for monthly and annual reports.
- Prepared company accounts and tax returns for audits.
- Managed accounts payable, accounts receivable, and payroll departments.

Treasury Assistant

Delta Corporation - 2003 – 2004

Key Deliverables:

- Inside Treasury Office Check and balance of all treasury funds Prepares and coordinates with a depository bank for bank exchange and other bank-related.
- Performed varied administrative functions in support of Assistant Treasurer, Director of Finance/Risk Management, Treasurer, and staff within each.
- Designed a Bank Network Database consisting of SYSCOs operating companies bank account information utilizing MS Access; administered database.
- Posted daily journal entries, general ledger entries, and cash receipts/wire payments Generated and processed daily payroll direct deposits.
- Assessed the status of all delinquent accounts and contacted each account in alignment with the account due date.
- Evaluated all disputed delinquent account balances and coordinated any errors, including misapplied payments, credits, and other items.

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- Completed tasks in updating all data entries to the general ledger; as well as in coordinating with the companys day-to-day bank deposits.

EDUCATION

- GED

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