

SENIOR ACCOUNTANT

Summary

A highly competent, motivated, reliable and result-driven Accountant with extensive experience supporting the finance needs of the organization. A self-starter and team player with excellent organizational and computer skills. Proven ability to take on extra responsibilities and manage multiple projects simultaneously while working under stringent deadlines and maintaining high degree of confidentiality.

Highlights

MS Excel, Word (60 WPM), Outlook, Intacct, Professional Accounting System, SAGE 100 Fund Accounting, and BOA CashPro, ADP, BenefitMall Payroll, Fidelity, Choice Strategies

Experience

Senior Accountant

May 2015 to Current Company Name i¼ City , State

- Financial Reporting and daily operations: Oversee cash management - daily.
- Manage financial closings - monthly.
- Manage general ledger - monthly.
- Review and prepare various account reconciliations - monthly.
- Prepare standard & custom internal financial reports in excel - monthly.
- Prepare bank borrowing base reports - monthly & quarterly.
- Prepare functional & managerial expense analysis - annually.
- Prepare annual surplus earnings analysis - annually.
- Prepare financial budget - annually.
- Renew listed insurance policies annually: Commercial package policy - annually.
- Pawnbroker's liability insurance - annually.
- Fiduciary liability Policy - annually.
- Directors and officers liability policies (1) Primary & (1) Excess - annually.
- Workers compensation policy - annually.
- Commercial Crime Policy - annually.
- Auction Sale - 3 times per annum Download auction sale data.
- Use system auction sales data to verify system calculation accuracy.
- Prepare auction sale cost analysis.
- Prepare auction sale summary analysis.
- Prepare auction sale journal, finalize auction sale.
- Government Reporting: Form 990 - provide outside accountants with all supporting schedules and reports, return prepared and filed by outside accountants - annually.
- Form 5500-DB plan - provide actuaries with census information and annual plan information, prepared and filed by actuary, signed by administrator - annually.
- Form 5500-DC plan - provide fidelity with answers to questionnaire, confirm contribution information, upload specified data to Fidelity system, prepared by Fidelity, filed by Provident Loan Society, signed by administrator - annually.
- Dept.
- of Labor - review wage report - prepared/filed by provident - quarterly.
- Payroll Tax returns - review - prepared and filed by payroll service - quarterly.
- Annual Financial Audit: Substantiate all material account balances - annually.
- Provide internal control structure information - annually.
- Prepare disclosure reports with CPA guidance - annually.
- Purchasing: Review and approve all purchase invoicing - daily.
- Code all invoices to the appropriate g/l account - daily.
- Review purchases - monthly.
- Finance and accounting: Calculate outstanding interest and fees - monthly.
- Review 12 standard journal entries - monthly.
- Review quarterly tax filings - 940futa, 941 fed tax return, MTA-305, NYS45.
- Prepare and file NYS Dept.
- of Labor Report Wage report - quarterly Update and maintain financial performance metrics - monthly.
- Maintaining & Updating 1099 vendors.
- Manage monthly financial closings and adjustments.
- Manage and maintain employee benefits (401k, Life & Dental Insurance, FSA, TransitChek, and GTLI).
- Prepare and process bi-weekly payroll.
- Review and journalize American Express expenses.
- Journalize and upload to accounting system payroll allocation, employee benefit allocation.
- Implement and review accounting process as needed.

Finance Associate

August 2011 to May 2015 Company Name i¼ City , State

- Oversight and maintaining of AP/AR vendors, payment, processing orders, invoices, bank wires, and deposits.
- Cash management including wire transfers, record charges, and adjustments.

- Perform monthly bank reconciliation, account reconciliation between the general ledger and subsidiary ledger to ensure the timely and accurate financial statements are generated.
- Prepare supporting documentation and post journal entries to computerized accounting Software.
- Managed domestic and international budgets, including budget modifications and closeouts.
- Identify, and assist in the implementation of, process improvements in order to shorten the monthly close process.
- Processes and maintain organizations payroll using ADP.
- Maintained and processed International payroll, working with in-country payroll vendors.
- Worked independent while communicating and coordinating with other employees and external clients to facilitate workflow that pertains to the financial deliverables of the organization.
- Assist with special projects.

October 2010 to June 2011 Company Name i¼ City , State

- Reconcile and analyze over 75 POS terminals, and audited receipts for compliance of SOX Procedures.
- Exemplary post sale communication with different departments.

Education

Bachelor of Arts : Economics City College of New York GPA: GPA: 3.2 Honors Cum Laude Economics GPA: 3.2 Honors Cum Laude

Languages

Fluent in Spanish