

FINANCIAL TECHNICIAN

Summary

Diligent and driven Financial Technician who has achieved success in a variety of roles with increasing levels of responsibility. An effective communicator and team-builder with strong analytical, management and organizational skills.

Highlights

- Fiscal budgeting knowledge
- Analytical
- Effective time management
- Inspiring team leader
- People-oriented
- Safety-oriented
- Production scheduling
- HAZMAT training
- Strong communication skills
- Accounting operations professional
- Natural leader
- Exceptional problem solver
- Customer-service focused
- Flexible
- Reliable

Accomplishments

Â

Accounting Skills Â

- Operated computers programmed with accounting software to record, store, and analyze information.

Auditing Â

- Extensive experience with Financial Statements audits, reviews, compilations and audits for Governmental organizations.

Accounting Skills Â

- Operated computers programmed with accounting software to record, store, and analyze information.

Training Â

- Responsible for providing vision and guidance to a group of 8 employees, training them on sufficient project plans and procedures.

Supervision

- Trained civil service workers to perform general warehouse duties to Trident Refit Facility standards.

Experience

Financial Technician 05/2010 to Current Company Name City , State

- Verified and reconciled budget accounts for 8 various class submarines totaling over 20 million dollars annually.
- Reviewed and updated daily, and monthly BOR (Budget Operating Report), and OPTAR (Operating Target Report).
- Perform weekly safety training and maintain a safe working environment for 8 personnel during normal working hours.
- Ensure all obligated expenditures are in agreement with the monthly financial, and unfilled order listings.
- Utilize the following Navy accounting systems; Standard Account Systems, Fleet (STARS FL), Submarine and Logistics Data Base (SLDB), One-touch, WEB LIPS, VLIPS, ERP.

Material Handler 10/2006 to 05/2010 Company Name City , State

- Performed various duties that involved analytical or managerial work associated with receiving, handling, maintaining and controlling material.
- Controlled the combination to the walk in vault where Classified Material is kept until properly turned over to the appropriate personnel.
- Handled and stored the following material: Level 1/Sub-Safe Material, Naval Reactor Plant components, Strategic Weapons Systems material, Trident planned Equipment Replacement (TRIPER), Depot level Repairable (DLR).
- Properly training new employees on the safe use of MHE (Material Handling Equipment) while offloading trailers trucks, flatbed trucks.

Storekeeper First Class 02/2003 to 10/2006 Company Name City , State

- Review and place emphasis on various management reports and computer files for identification and correction of errors/exception codes; make judgmental decisions on the analysis of each issue involved; choose a course of action to resolve, correct, and update Submarine Logistic Database (SLDB) information.

- Work independent, communicate and liaison with Inventory Control Point, Defense Logistics Agencies, General Service Administration, Fleet Industrial Supply Centers, other government and commercial agencies as well as the global submarine community.
- Worked as Boat Monitor for 2 Trident Submarines.
- Job also consisted of performing requisitions boat drops, monitoring submarine requisitions, updating current status and completion data.
- Order and tracking high priority requirement for timely completion of submarine refit and emergent repair period.
- Interpret and apply instructions and related data, i.e., Federal, Department of Defense, and Naval Supply System/regulations, policies, methods, and procedures related to inventory management, traffic, storage and issue processing.
- Responsible for material management such as: initial planning, provisioning and requirements determination; acquisition and distribution; accountability; and ultimate issue for consumption, retention or disposal.
- Knowledge of acquisition processes, automated records and control systems, carcass tracking, material substitution criteria as well as storage, issue and disposal processes is required.

Database Administrator, Aviation Storekeeper Second Class 03/1999 to 03/2003 Company Name City , State

- Database Administrator for the Naval Aviation Logistic Command Information System (NALCOMIS) aboard the USS Kearsarge (LHD-3) for 3 years.
- Assigned to the Aviation Supply Division(S-6), Aviation Intermediate Maintenance Department (AIMD).
- Expedited material ordered from the Marine Group Aviation and ground support using various supply systems and listing: Fed Log, ICP, Aviation Material Maintenance Repair Listing (AMMRL), Intermediate Material Repair List (IMRL).
- Performed storeroom inventory inspections of 12 storerooms throughout the ship USS Kearsarge upon receiving new Supply Officer.
- Turn-in Depot Level Repairable (DLR's) into Aviation Intermediate Maintenance Depot (AIMD) for repair.
- Maintained Aviation Depot Level repairable storeroom totaling \$18.2 million dollars.
- Procurement Navy (OPN) accounts and purchasing, knows types, uses, and purpose of appropriations and funds; reconciles financial listings; prepares budget reports; requisitions repair parts, supplies, forms, and publications; tracks status of requisitions from cradle to grave.
- Supervises working parties handling stores; controls inventory using ADP procedures; maintains and interprets reports and records; prepares open purchases documents; applies regulations to maintain the security of materials or documents; and redistribution and disposition of government assets.
- Send Depot Level Repairable (DLR), to DRMO, ATAC, and various Inventory Control Points (ICP).

Aviation Storekeeper Second Class 12/1995 to 12/1998 Company Name City , State

- Performed duties as issuing material to the squadrons, shipping, receiving.
- Performed various warehouse inventories.
- Provided Logistic Support and customer service for 8 Aircraft tenant commands attached to the base including one Top Secret aircraft Squadron.
- Expedited material on high priority listing.
- Maintaining liaison with the military and federal supply sources and commercial manufactures and vendors for resolution of material problems and expediting material delivery.
- Determining material and services availability with the aid of management reports and computer inquiries for system and non-system material and service requirements.
- Coordinate with the customers to identify priority jobs and material requirements.
- Identify, analyze, and prepare applicable research data via PC input/output for System/Program deficiencies and changes and refer this data to Branch Supervisor.
- Pulls and issues stocked material from various warehouse locations.
- Operates Material Handling Equipment and Government Vehicles through one ton.
- Prepared messages, reports and other written correspondence pertaining to operational and technical matters within the Supply Department.
- Package and provide transportation for urgent material shipments incoming/outgoing.
- Issue government Bills of Lading.
- Performs related duties including quality control coordination tasks required to ensure the quality of products/services resulting from work performed.
- Receives, inspects and accepts emergency incoming shipments.

Aviation Storekeeper Third Class 09/1993 to 12/1995 Company Name City , State

- Processed an average of 300 requisitions per month for a anti-submarine squadron for the upkeep of a fleet of 10 aircraft.
- Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
- Managed accounting operations, accounting close, account reporting and reconciliations.
- Facilitated month-end close processes, invoicing, journal entries and account reconciliations.
- Created monthly reports for records, closed terminated records and completed chart audits.
- Implemented airfield safety procedures to ensure a safe operating environment for personnel and aircraft operation.
- Inspected aircraft for defects and malfunctions, according to pre-flight checklists.
- Coordinated with airport vendors regarding fueling and catering logistics.
- Issued travel and hotel vouchers for pilot and aircrew for long distance flights and canceled flights due to maintenance.
- Developed and created a more effective filing system to accelerate paperwork processing.

Education

BACHELOR OF SCIENCE : Adult Work force Education 2015 Valdosta State University City , State , United States GPA: GPA: 3.68
Graduated Cum Laude

- Emphasis in ACED Adult Work Force Education
- 3.6 GPA
- Cum Laude

Affiliations

- Member of Evergreen Missionary Church Mass Choir
- Member of Mens Mentoring Group

Skills

Accounting, accounting systems, ADP, Basic, Budget, Business Management, Conversion, Creativity, Customer Service, Data Base, Database, delivery, ERP, financial, Financial Management, forklift operator, preparing forms, obligating funds, Government, Innovation, inventory management, inventory, Inventory Control, Team Building, Leadership Development, listening, Logistics, managerial, materials, 2000, Weapons, Navy, Naval, NEC, Personnel, policies, processes, Procurement, public speaking, publications, purchasing, quality, quality control, receiving, requirement, research, safety, shipping, Strategic, Supervisor, Supervision, Technician, transportation, written.