

STAFF ACCOUNTANT

Summary

Skilled Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes. Additional background in payroll, employee management, hiring, training and benefits. Highly detail-oriented and organized.

Highlights

- Financial statement analysis
- Account reconciliation expert
- General ledger accounting
- Effective time management
- Strong organizational skills
- Flexible team player

Experience

08/2012 to Current

Staff Accountant Company Name i¼ City , State

- Process Receivables (donations) for 7 church locations with over 20,000 attendees and approx \$45M annual revenue
- Process Retail Sales Revenue for multiple entities (Bookstore, Café, Coffee Shop) at each location
- Provide monthly financial statements and budget analysis
- Monthly bank reconciliations
- Prepare monthly Use Tax returns
- General Ledger review
- Streamline Procedures and Write Procedure Manual
- Assist with Accounts Payable as needed

08/2008 to 08/2012

Independent Accounting Consultant Company Name i¼ City , State

- Provide weekly, monthly, quarterly, and annual accounting/full charge accounting services to different clients in multiple industries (including but not limited to engineering, marketing, construction contractors, subcontracting, commercial leasing companies, manufacturing, retail)
- Work with CPA to provide information for year-end tax preparation
- Provide set-up and ongoing consulting services to users of QuickBooks, QuickBooks Pro, and Quicken
- Assist clients in Worker's Compensation Audits
- Assist clients in start-up of businesses
- Assist clients with establishing employee policies and writing company policies
- Full knowledge of all Payroll functions; Sales Tax Reporting; Financial Statement Preparation; Bank Statement Reconciliations

02/2007 to 06/2010

Accounting Manager/Human Resources Company Name i¼ City , State

- Report to CFO; Work directly with Directors of Marketing Agency
- Manage Accounts Receivable and perform monthly billing
- Verify all Accounts Payable transactions
- Process payroll using online payroll processing services
- Manage new employee paperwork and benefits including health, dental, 401K, and flexible spending accounts, as well as all COBRA documentation
- Handle all accounting duties for 2 separate smaller commercial leasing companies

05/2002 to 02/2007

Accounting and Human Resources Manager Company Name i¼ City , State

- Report directly to President of 2 corporations and manage office of 2 separate corporations simultaneously.
- Manage all aspects of Accounting Department and produce all necessary financial statements.
- Process weekly payroll and payroll taxes as well as quarterly and annual payroll tax reports.
- Researched and implemented new industry specific software to improve overall performance of business.
- Researched, implemented, and maintain employee benefits program that includes 401K, Health and Dental Benefits
- Recruit new employees and manage all personnel files.
- Assist with employee performance evaluations and act as liaison between employees and supervisors.
- Perform any other duties as needed including sales, international business development, purchasing, inventory, and customer service

Education

Bachelor of Science : Business Management Arizona State University i¼ City , State , USA

Skills

Microsoft Office (Word, Excel, Power Point, Outlook)

Abila MIP Fund Accounting Software

QuickBooks, QuickBooks Pro, Quicken

ADP, Paychex, Payroll Experts, QuickBooks Payroll Systems