

ACCOUNTANT I Summary

Flexible Accountant who adapts seamlessly to constantly evolving accounting processes and technologies.

Highlights

- Strong communication skills
- Effective time management
- Analytical reasoning
- Detail-oriented
- Account reconciliations
- Customer-oriented
- Flexible team player
- Superior research skills

Experience

Accountant I 08/2014 to Current Company Name City , State

Set up new jobs and new hires in the Profitool accounting software. Prepare weekly invoices and perform research to resolve billing/payroll issues. Collect on aged receivables and report to management on a monthly basis. Perform reconciliation of accounts and make necessary entries and adjustments. Perform accounting analysis and conduct special accounting related projects at management's request. Examine accounting documents to verify completeness and conformance with specific accounting requirements. Trace and reconcile records of financial transactions. Check accounting transactions to ensure proper support documentation.

Staff Accountant/General Accounting Supervisor 03/2011 to 08/2014 Company Name City , State

Assisted billing department staff with error resolution and direction on new issues. Resolved pricing, quantity, and sales or fuels tax errors on invoices for customers. Responsible for all accounting aspects of the Arguindegui Oil Company II (AOC). Reconciled purchases clearing and outstanding bill of lading report with accounts payable and tied to the general ledger monthly. Assisted with and helped coordinate month-end ledger process. Performed monthly closing of purchase order, bill of lading, and sales order modules. Responsible for journalization of recurring entries, investigated and resolved miss-posted transactions, monitored and managed month-end accruals, and performed bank reconciliations. Reconciled fuel and product inventory. Prepared and submitted reviewed trial balance to Controller. Kept current buyer listing of Texas End-User and Agricultural Exemption Signed Statement numbers and verified that exempt purchaser's statements were on file and licenses were not expired. Identified and segregated total of exempt gallons sold to governmental agencies. Reconciled listings of exempt buyer gallons purchased with report from Sage MAS 200 ERP, and prepared/filed federal and state fuels tax report forms. Prepared and filed quarterly Texas Motor Fuel Transporter Report form. Prepared and filed Texas Sales and Use Tax Return. Provided satisfactory responses to external requests for data. Ensured AOC complied with tax and regulatory authorities. Produced monthly trend reports and ad hoc investigative analyses.

Accounts Payable Clerk 12/2010 to 03/2011 Company Name City , State

Reviewed/entered invoices and booked manual checks for all electronic transactions. Performed other duties such as filing and organizing supporting documentation for check runs.

Tax Associate 12/2008 to 04/2011 Company Name City , State

Prepared tax returns, processed Refund Anticipation Loans and Refund Anticipation Checks, and served customers.

Associate Administrative Assistant 01/2009 to 10/2010 Company Name City , State

Provided significant level of administrative support to the Mid Rio Grande Border Area Health Education Center (MRGB AHEC) Executive Director. Managed daily operations of the programs under the MRGB AHEC. Performed all functions of accounting which included payroll, payroll reports, accounts payable, accounts receivable, reconciling cash accounts, and preparing monthly financial statements by department, on a consolidated basis and on a budget basis. Performed grant accounting and prepared all grant reports in order for the organization to receive its grant funds. Assisted in monitoring budget. Compiled statistical and financial data for reports. Assisted in maintaining equipment inventory. Coordinated travel arrangements for staff. Maintained employee records.

Administrative Assistant/Bookkeeper 08/2008 to 01/2009 Company Name City , State

Responsible for input, maintenance, and reconciliation of all accounting systems and recordkeeping including budget, purchasing, personnel procedures/files, salary & fringe benefits, insurance, contracts, taxes, and revenue-producing activity.

Work-Study Student Employee 09/2007 to 04/2008 Company Name City , State

Fulfilled general office duties, worked with The Raiser's Edge 7 fund-raising software, assisted with preparations for events, and performed basic use of TAMUS' Financial Accounting Management Information System.

Work-Study Student Employee 02/2004 to 05/2005 Company Name City , State

Performed general office duties which included filing, making copies, answering phones, sending faxes, shredding, and assisted in the distribution of paychecks, etc.

Education

Master of Professional Accountancy : Accounting 12/15/2012 Texas A&M International University City , State
Bachelor of Business Administration : Accounting 08/07/2008 Texas A&M International University City , State
Languages

Bilingual English/Spanish.

Skills

- Microsoft Office
- Accounting Software: Sage MAS 200 ERP, Peachtree Complete Accounting, QuickBooks Pro, Profitool