

VOLUNTEER ACCOUNTANT

Summary

CPA candidate with 15+ years of strong financial accounting and audit experience and knowledge of Internal Control, Enterprise Risk Management and GL, PL, BS reconciliations, work papers, cost, cash control, AP and AR on different accounting software's. Participated in the coordination of financial planning and budget management functions Monitored and analyzed monthly operating results against budget Managed preparation of the official annual report of actual revenues, transfers, and expenses, financial outlooks and forecasts. Collaborated with department managers and corporate staff to develop business plans Created a guide of financial control and planning procedures Exceptional communication and interpersonal skills; adept in forming strong working relationships with diverse internal and external business partners Accounts receivable/payable, payroll, corporate expenses analysis, and taxes Proficiency in bookkeeping, reporting, journal entries, and account reconciliation Entrusted to process high responsibility tasks and to work independently Demonstrated professionalism when communicating with department managers, clients, and suppliers Interacted with a wide variety of personalities while developing business plans and preparing reports Supervised role mapping, workflows, and delegated tasks; oversaw work of coworkers which enhanced leadership, teamwork and team coordination abilities Strong quantitative technical and accounting skills Independently driven to accomplish immediate assigned goals and long term company objectives.

Highlights

Analytical reasoning

Financial statement analysis	Excellent managerial techniques
Strength in regulatory reporting	Strong organizational skills
Compliance testing knowledge	SEC and call reporting proficiency
Understands foreign tax reporting	General ledger accounting
Budget forecasting expertise	Expert in customer relations
Account reconciliation expert	Superior research skills
PeopleSoft knowledge	Flexible team player
Great Plains familiarity	Advanced computer proficiency (PC and Mac)
Complex problem solving	Effective time management

Accomplishments

Formally recognized for excellence achieved in financial analysis, budgeting and forecasting.

Experience

11/2012 to 09/2013

Volunteer Accountant Company Name i¼ City , State

- Federal compliance, review, and preparation of corporation, insurance, partnership and private foundation tax returns.
- Coordinate with fixed asset accountant the necessary information for correct tax depreciation calculations, review tax depreciation calculations and schedules for accuracy.
- Analyze accrual accounts for deductibility pertaining to the provision and tax return.
- Assist in the completion of the tax footnotes for the annual statements.
- Identify reportable transaction disclosures for consolidated tax return and prepare tax filings for new entities, dissolutions and liquidations and assist with audit requests, research and implementation of tax consequences.
- Participate in the implementation of new provision, fixed assets, and ERP systems.

05/2009 to 10/2012

Accountant Company Name i¼ City , State

- Responsible for various general accounting duties including accounts payable, banking, check requests and special projects as needed.
- Processed accounts payable; including purchase order entry, invoice approval and entry, follow up with vendors, aging reporting, processed daily checks and various credits.
- Assisted with month-end close and financial reporting.
- Performed monthly reconciliation of all bank accounts, including reconciliation of deposits with accounts receivable.
- Maintaining accounting records and preparing accounts and management information for small businesses (accountancy); advising clients on business transactions, such as mergers and acquisitions (corporate finance); Advising clients on areas of business improvement, or dealing with insolvency; detecting and preventing fraud (forensic accounting); managing junior colleagues.

11/1997 to 05/2005

Accountant / Manager Company Name 1/4 City , State

- Performed periodic budgeting/modeling to project monthly cash requirements and prepared financial and regulatory reports required by laws and regulations for the addition and opening of offices in Ajman and Sharjah.
- Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.
- Executed accounts receivable reporting enhancements and reconciliation procedures in order to integrate QuickBooks accounting software and vision software.
- Managed accounting operations, accounting close, account reporting and reconciliations and received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.
- Developed online invoicing procedures with several customers in order to streamline the accounts receivable process, which reduced invoice turn-around by a minimum of 30 days.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.

Education

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Masters of Business Administration : Accounting Keller Graduate School of Management 1/4 City , State , US

2014

Masters of Science : Accounting & Financial Management Keller Graduate School of Management 1/4 City , State , US

Certificate in Essentials of Bookkeeping and Computerized Accounting New York City College Of Technology New York AND Holding NYS driving license of " E " type.

Skills

Proficient in Microsoft Office Suite, Access, QuickBooks, Turbo Tax, Vision Accounting Software, Peach Tree, Dac-Easy, Sage, PeopleSoft and advance Microsoft excel