

ACCOUNTANT III

Senior Accountant

Results oriented accounting professional with 17+ years of progressive experience in a board range of accounting functions. Successful at managing multiple projects while consistently exceeding deadlines. Proven self-starter with strong managerial relationship and team building skills. Proactive strategic thinker with strong analytical, organizational and communication skills.

Areas of Expertise

- Accounts Payable
- Fixed Asset and Property
- Accounts Receivable
- Payroll
- Month-End Closing
- Reconciliation and Analysis
- General Ledger Entries
- Budgeting
- Contract Management
- Board Of Directors Reporting
- Staff Management
- Expense Reporting
- Settlement Payments
- Vendor Relations

Accomplishments

- Project lead for the automation and implementation of employee expense and vendor self service modules.
- Authored and established departmental check printing and ACH standard operating procedures.
- Streamlined operations and eliminated one full day from month-end closing by condensing and automating vendor project retention funds.
- Automated Positive Pay and ACH notifications for faster and more reliable response time.
- Project Co-lead for Oracle Payroll implementation.
- Created and Implemented an employee morale initiative "Where Everybody Counts" for the Office of Accounting.
- Managed employee benevolent fund for 13 years as Secretary for the MARTA Employees Club. Streamlined the process in which employees seek assistance and funds distributed.

Professional Experience

08/2007 to Current

Accountant III Company Name 1/4 City , State

- Team Lead for three Accounting Specialist. Oversees accounts payable functionality while managing daily workflow duties.
- Executes check printing and ACH direct deposits for AP, payroll third party and risk management vendors and employees.
- Initiates positive pay file, stop payments and void file transfers to financial institution.
- Capitalizes operating and project expenses according to policy.
- Monitors fixed asset subledger for accuracy.
- Reconciles fixed asset subledger to the general ledger control account for each class of fixed assets and resolves any reconciling items monthly.
- Codes/reclass invoices for fixed asset purchases with the appropriate general ledger account number, business unit or cost center.
- Audits invoices prior to payment for accuracy and compliance in accordance with accounting and Authority guidelines and statute.
- Responsible for over fifty high volume contracts, ensuring accuracy and compliance with contracts terms, GAAP and authority procedures.
- Manages \$1M contract retainage and reconcile variances on a monthly basis.
- Manages \$5M operating accruals account.
- Post monthly to the general ledger.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting procedure.
- Monitors account balances and related financial activity to ensure that allocations are accurate and comply with established financial practices.
- Verify appropriate approvals of invoices, investigate and resolve issues.
- Trains staff and/or outside vendors regarding procedural requirements for transaction processing.
- Collaborates with project managers, purchasing agents, contract administrators and accounting specialist regarding procedural requirements for the purpose of processing transactions.
- Researches discrepancies of financial information and/or documentation to for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.

04/1999 to 08/2007

Credit / Collections Analyst Company Name 1/4 City , State

- Co-managed the Authority's short-term operational investment portfolios and intermediate-term reserve investment portfolios, totaling \$300 million.
- Completed daily cash management activities such as setting the daily cash position, funds movement and the investment of excess funds.
- Prepared a rolling forecast of cash receipts and expenditures, encompassing in excess of \$700 million annually.
- Initiated all wire fund transfers and manages transfer database.
- Reviewed, analyzed and managed MARTA's credit policy to ensure the effectiveness of credit terms and credit granting practices.
- Monitored, controlled and measured performance of the accounts receivable and its aging schedule for compliance with payment standards to minimize past due accounts.

- Liaison between financial institution and the Office of Corporate Finance to determine and resolve any variances with regard to financial reports.

12/1996 to 04/1999

Accounting Coordinator Company Name i¼ City , State

- Reconciled monthly bank statements to Spectrum Accounting and manual checkbook.
- Monitored accounts detecting fraudulent activities and common bank errors.
- Handled all accounts receivables, posted cash to appropriate accounts, prepared deposits and recorded transactions into the general journal.

Education

MBA Kennesaw State University i¼ City , State

BBA : Accounting Tennessee State University i¼ City , State Accounting

Skills

- Oracle Accounting
- Dun and Bradstreet Financial Reporting
- Microsoft Office
- Bank Of America CashPro