

SENIOR ACCOUNTANT

Summary

Experienced Senior Corporate Accountant dedicated to accounting and financial excellence, seeking to utilize skills and in-depth expertise in Accounting (GAAP), General Ledger Reconciliation, Variance Analysis, Financial Reporting, Team Management and Process Improvement to help achieve your company's goals.

Highlights

- Microsoft Excel expert - Pivot Tables, V-Lookups, Formulas
- Access Database Queries & data mining
- Proficient in Microsoft Office, MS Word, Outlook, PowerPoint
- SharePoint
- PeopleSoft knowledge - Queries & data mining
- Oracle
- InfoLease for Lease and Financial Accounting
- CITConnect Research
- Internet Accounting, Finance and Tax Research - Lexis-Nexis, CCH & RIA Tax Research
- STAT- FSI Track
- Ultra Tax
- IMAGE Scanner - Asset Manager - 10-key; Printers & Scanners; general office tools
- QuickBooks
- Account reconciliation expert
- Financial statement analysis
- Working Knowledge of GAAP guidelines and Sarbanes-Oxley
- Recordkeeping expert
- Highly analytical & Detail Oriented
- Analytical reasoning
- Complex problem solving
- Solution-oriented
- Strong organizational skills
- Superior research skills
- Effective time management
- Thrives under pressure
- Independent worker
- Flexible and Valued team player
- General ledger accounting
- Public and private accounting
- General and tax accounting

Education

MBA : Business Administration, Accounting & Finance , 2001 University of North Florida 1/4 City , State , USA

BBA - Accounting, CPA qualified candidate

BBA - Finance, CFP qualified candidate

Experience

Senior Accountant

September 2011 to November 2014 Company Name 1/4 City , State

•Special Project: Clear aged variances from Fixed Maintenance & Prepaid Maintenance GL Accounts

- Starting in January 2014 reduced leasing contract variances for Fixed Pass-Through and Prepaid Maintenance accounts
- Worked with Project Manager and Financial Adjustments to clear aged variances
- Resulted in the development of the new process and GAO Variance Tool for tracking variances for Maintenance and other GL accounts by Financial Adjustments

•Since taking over the Fixed Maintenance Recs in Oct. 2012:

- Researched and found causes of variances from 2006, 2007, 2008, 2009, 2010 and 2011
- Worked with Financial Adjustments/ Funding to facilitate the review and clearance of issues
- Reduced specific large Vendor credits owed from over (\$35,700.00) to \$0
- Reduced Payables on HOLD from over \$96,000.00 to \$0.00
- Decreased the contract variances caused by incorrect dispositions over 365 days with balances from Over (\$163,000.00) down to less than (\$25,000.00) in balances from 2006-2011
- Reduced overall outstanding aging variances aged under 60 days in the Bank Holding Company GL from over (\$302,000.00) to less than (\$900.00) and in the Bank GL from over (\$111,000.00) to under \$ 25.00 aged under 60 days (to be clawed back).
- Cleaned up and streamlined the Fixed Maintenance recs and procedures
- Exposed a flaw in the Funding process where Voided checks and failed ACH's were not routinely monitored and re-issued, and the process of monitoring Payments on HOLD to Dealers that owed CIT money, resulting in the new API process for setting up payables in a separate account from all GL accounts to track all payables, liabilities and receivables.

•Special Project: Worked 3 months on a "Fire Project" for Corporate Accounting - Sales Tax Project with Corporate Sales Tax group to help streamline backlogged sales tax reports for filing

•Reviewed, analyzed and Reconciled Fixed Maintenance Receivable and Payable accounts: Prepaid Maintenance Payables, Receivables &

Unearned Income accounts; Managed Net Investment accounts; Escheatment Accounts; Property Tax Reserve Accounts; Sales Tax Receivable, Sales Tax Payable, and Reserved Value Insurance accounts for Bank Holding Company and Bank.

• Ensured balances were valid and appropriate supporting documentation exists in accordance with US GAAP and the company's procedures; Researched and cleared variances; collected and maintained documentation.

• Reviewed, Analyzed, Reconciled and Cleared variances in a timely manner for all assigned accounts for Bank Holding Company and Bank for US and Mexico Business Units.

• Prepared various reports for and worked with other department management and staff; worked with internal and external auditors and others to obtain and provide information

• Responsible for month-end, quarter-end and year-end journal entries for General Ledger accounts for assigned accounts and uploaded journal entries for Corporate Finance GL accounts.

• Reviewed, documented and updated existing processes and procedures; Created new procedures for new accounts/processes Established and implemented improvements to new and existing policies and procedures

• Outstanding work ethic - possess high level of integrity - maintain absolute confidentiality

• Results oriented • proven ability to handle multiple tasks and priorities

• Communicated effectively with diverse staff at all levels of the organization

• Proficient in Excel- Pivot Tables, V-Lookups, Formulas, Access Database Queries, Word, Outlook, PowerPoint, SharePoint, PeopleSoft, Oracle

Corporate Tax Analyst

January 2011 to November 2010 Company Name 1/4 City , State

• Established excel spreadsheet project for Texas Unclaimed Property Penalty & Interest Assessment of over \$1.7 million; determined dollar amount of unclaimed property reported per company, per branch and per representative; wrote 11 letters to Texas state controller to request penalty and interest abatement waivers due to economic conditions; received all waivers approved; saved the company over \$1.7 million

• Enabled the Unclaimed Property group to get all reports completed and sent out 2 weeks earlier than the previous year; Finalized (and submitted for approval) over 1000 California, Illinois, and Texas annual unclaimed property refund requests (the majority of all the requests for 2010); Contributed to the preparation and submission of from 750 to 1000 of the 50+ states 2010 Unclaimed Property Reports;

• Reviewed, analyzed and reconciled 7 multi-million dollar trust accounts to the penny and numerous Operations G/L accounts; Consistently received grade of "A" from Treasury Department; Oracle; STAT; FSI Track; IMAGE Scanner; Asset Manager

• Researched and documented issues as assigned; Q & A of documents to scan & scanned documents; Utilized various tax and legal research tools, i.e. CCH and Lexis-Nexis; Reviewed and coordinated refund requests and supporting documentation; Multi-state Unclaimed Property issues.

Staff Accountant

September 2009 to December 2009 Company Name 1/4 City , State

• Public accounting; Accounting, Tax and Auditing Services; Compilations and Reviews

• Tax preparation • individual 1040, 1120, 1120S, K-1; 1065; federal and state; 940, 941, payroll tax; UCT-6 monthly state sales tax

• Payroll tax and sales tax calculations, deposits, return preparation and e-filing for 12 business clients;

• Monthly, quarterly and year-end bank reconciliation for 12 business clients and 3 trust accounts; G/L entries and adjustments and Financial Statement preparation

• Bookkeeping, payroll, bill paying and check writing for the PA's trust accounts and several clients

Financial Advisor

November 2003 to September 2009 Company Name 1/4 City , State

Series 7 & 66 Licenses, Life, Health & Variable Annuities License

MBA, CRPC, CFP candidate, CPA candidate

â€¢Financial planning; comprehensive and target planning; asset allocation and investment selection and sales; 401k rollovers; retirement planning; wealth management; investment management; portfolio management; protection planning - life insurance, disability insurance, long term care insurance, health and HSA insurance; education planning; small business financial and retirement planning; estate planning issues; trust account management

Skills

Microsoft Excel expert - Pivot Tables, V-Lookups, Formulas

Access Database Queries & data mining

Proficient in Microsoft Office, MS Word, Outlook, PowerPoint

PeopleSoft use & knowledge - Queries & data mining

Oracle experience

SharePoint use experience

InfoLease for Lease and Financial Accounting & CITConnect Research

Internet Accounting, Finance and Tax Research - Lexis-Nexis, CCH & RIA Tax Research - STAT- FSI Track - Ultra Tax - IMAGE Scanner - Asset Manager - 10-key; Printers & Scanners; general office tools - QuickBooks