

## ACCOUNTANT

### Summary

A detail oriented, efficient accountant that excels in managing multiple tasks in fast paced environments. A proven track record in meeting deadlines, streamlining processes and promoting a positive work environment. Articulate communicator known for delivering excellent customer service both internally and externally. Self-motivated team player who demonstrates a high level of quality work and professionalism

### Education

Bachelor of Science : Accounting and Information Management University of Texas at Dallas

Bachelor of Arts : Psychology University of Texas at Dallas

### Highlights

- Account reconciliation expert
- Financial modeling
- Variance Analysis
- Corporate G&A and COGS Accounting
- Cash Forecasting
- Capitalization and Fixed Assets
- Analytical reasoning
- Effective time management
- Superior research skills
- Intermediate Excel Skills including Pivot Tables and V-Lookups
- Inventory Accounting

### Computer Skills

Netsuite; Quickbooks; Cognos Impromptu; JDEdwards; AS400; Sage FAS Fixed Assets; BNA Fixed Assets; BusinessObjects Crystal Reports(currently SAP Crystal Reports); Hyperion Essbase

### Experience

Company Name City , State Accountant 12/2012 to Current

- Compile and analyze financial information to prepare financial statements to be distributed internally and externally
- Reconcile bank accounts to general ledger on a monthly basis
- Manage fixed assets ensuring all assets that meet our threshold are input accurately and depreciated properly
- Analyze inventory expense and assets accounts; Research and resolve discrepancies in coordination with Fulfillment team
- Monitor and record bank activity on a daily basis; Analyze past costs and revenue to provide cash forecast weekly
- Record cash receipts and revenue for associated company; Reconcile sub-ledger to general ledger by verifying monthly activity
- Forecast balance sheet and cash flow forecast based on yearly budgeted income statement
- Reduced closing time for monthly and quarterly close by 25 % by implementing more accurate and efficient procedures

Company Name State Staff Accountant 09/2008 to 12/2012

- Tracked capital improvement projects in AS400 system by checking status and confirming expenditures; provided accounting support as needed
- Managed fixed assets; Generated year end depreciation reports and recorded to the general ledger; Coordinated and conducted city-wide asset audit
- Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
- Verified department software interfaced appropriately and communicated with various departments to provide information and answer questions; documented procedures as appropriate.
- Prepared year-end audit schedules and ensured accuracy; researched and resolved auditors' inquiries and requests.
- Recorded state and federal seizure and forfeiture funds received and expended and balanced corresponding general ledger accounts; coordinated with police department to ensure accuracy of annual state and federal reports.
- Generated yearly 1099 report from general ledger and electronically filed 1099 report with the IRS.
- Reconciled municipal court transactions to the general ledger as well as filed quarterly and annual reports; investigated and resolved any discrepancies.
- Monitored bank accounts for investment activities; Recorded investment maturities, purchases, and interest; Updated investment spreadsheet to reflect current balances, outstanding bonds and certificates of deposits.
- Innovated accurate and efficient method for proper accounting of assets
- Coordinated with fellow staff to improve processes; Provided administrative support by filing and gathering reports, creating and preparing spreadsheets for special projects and providing assistance and information on financial and accounting issues.

Company Name City , State Staff Accountant 12/2006 to 05/2008

- Maintained capital expenditures in BNA; Organized and conducted asset audit for 26 regional branches by interfacing with each Asset Branch Manager; drafted monthly depreciation reports and computed depreciation
- Reconciled branch sales reports to bank account activity.
- Audited weekly Accounts Payable check runs.
- Audited daily Accounts Receivable credit reports.
- Researched validity of invoice void requests.
- Investigated and resolved credit card and bank deposit variances.

Company Name City , State Accounting Assistant 03/2005 to 12/2006

- Prepared and input daily and monthly journal entries into general ledger.
- Analyzed and reviewed expense reports for accuracy.
- Performed monthly balance sheet reconciliations.

- Recorded monthly and yearly accruals.
- Input new vendors and invoices into accounting system; conducted weekly check runs.
- Prepared daily cash reports and performed transfers as needed.
- Managed bank accounts for 24 properties; Performed intercompany transfers as needed