

FINANCE OFFICER

Summary

Competent and reliable professional, committed to excellence with proven team leading and team building skills, who sees challenges as an opportunity to grow and develop. Ability to lead a team of people from diverse backgrounds, by communicating clear goals and objectives, and understanding and resolving the needs of the team to ensure that targets are met. Responsible, analytical, results oriented, effective, efficient and flexible work attitude which aims to achieve and surpass set goals. Highly confidential, honest, pro-active individual who operates with integrity in all aspects of life, possessing expertise in Accounting, Supervisory Management and Training skills.

Highlights

- ACCPAC accounting skills
- Analytical reasoning
- Budget analysis
- Account reconciliations

Accomplishments

Liaised with the BPI Team in investigating and understanding the nature of most of the errors on the Savings & IP Schedules thus enabling me to clear most of the items

Successfully streamlined daily reconciliations in order to identify reconciling items & errors and clear them in a timely manner

Achieved set targets and contributed to the overall attainment of the department and company's goals Trained staff regarding standard operating procedures

Resolved differences between team members and ensured an atmosphere of unity and respect

Maintained dialog with customers in order to promote the company's sales & to develop a good rapport with the customers

Organize and streamlined the routine procedures for the sales representatives

Ensured that both monthly & annual Returns prepared and submitted a timely manner

Experience

Finance Officer

May 2011 to January 2016 Company Name 1/4 City , State

- G/L Reporting & Preparation of Audit Schedules Daily General Ledger postings and accounting journals for: Investigated and put together Savings & Interest Payable Reconciliations to show the aggregate net savings and liabilities position of the organization year to date Staff Loans & Statutory Deductions Investment Accounting Compiled, analyzed and prepared Interest Income, and Price Volume Budget Analysis to assist the Budget Analyst in gaining a comprehensive depiction of the actual interest derived from investments on a monthly and year to date basis in comparison to the budgeted figures Gathered information for Accretion & Amortization Schedules to determine bonds that are tax exempted Accomplishments Liaised with the BPI Team in investigating and understanding the nature of most of the errors on the Savings & IP Schedules thus enabling me to clear most of the items Successfully streamlined daily reconciliations in order to identify reconciling items & errors and clear them in a timely manner.

Payroll Assistant

November 2010 to December 2010 Company Name 1/4 City , State

- Preparation of Bank reconciliations.
- Accomplishments.
- Ensured that bank reconciliations were prepared in a timely manner and outstanding items were effectively researched and cleared promptly.

Accounts Officer

January 2007 to January 2009 Company Name 1/4 City , State

- Daily General Ledger postings and accounting journals for bank reconciliations Analyzing and implementing procedures to resolve unreconciled items on assigned bank accounts Prepared scheduled reports with Cash Flow Statements Accomplishments Achieved set targets and contributed to the overall attainment of the department and company's goals.

Supervisor & Senior Accounts Clerk

January 1997 to January 2007 Company Name 1/4 City , State

- Supervised a staff of eleven persons.
- Regular scheduled inventory updates and reconciliations each month Prepared Payroll for weekly and monthly staff using Turbo Pay software Daily scheduled directives for inventory to deliver island wide Accomplishments Trained staff regarding standard operating procedures Resolved differences between team members and ensured an atmosphere of unity and respect Maintained dialogue with customers in order to promote the company's sales & to develop a good rapport with the customers Organize and streamlined the routine procedures for the sales representatives Ensured that both monthly & annual Returns prepared and submitted a timely manner.

Education

Bachelor of Science Degree : Business Administration Finance , 2009 Northern Caribbean University 1/4 City , JAMAICA

Business Administration Finance

Certificate of Management Studies St. Hugh's High School Sixth form Business Certificate : 2002 University of the West Indies 1/4 City , JAMAICA W.I.

Interests

Reading

Additional Information

- Reading

Skills

Bank reconciliations, Analysis, bonds, Budget Analysis, Cash Flow, General Ledger, inventory, investments, Interest Payable & Savings, Payroll, Schedules, Sales, Customer Service