

ACCOUNTANT

Summary

Innovative and energetic Accountant proficient in extracting financial data from various reporting systems and suggesting key operational changes to establish budgetary stability. Has a strong background in school fund accounting with an emphasis on general ledger reconciliation and budget analysis.

Core Strengths

- School fund accounting
- Account reconciliation
- Cash flow projections
- Budget analysis/forecasting
- General ledger accounting
- Accounts payable/receivable
- Governmental reporting
- School bond experience

Accomplishments

Achieved the Chief Financial Officer (CFO) certification through the Michigan School Business Officials organization.

Experience

Accountant Jul 2014 to Current

Company Name 1/4 City , State

- Perform all general ledger duties for district.
- Reconcile multiple bank accounts monthly.
- Record and project cash flows.
- Perform Accounts Payable/Receivable duties.
- Simplified the governmental reporting process.
- Analyze budgets and amend as necessary.
- Assist auditors with yearly financial statements.
- Supply school board members with financial data.
- Create Purchase Orders and supply to vendors.
- Reconcile student lunch account purchases.
- Prepare calendar year-end tax documents.
- Assisted and trained staff with various accounting software tasks such as purchase order entry and budget report generating.

Staff Accountant Nov 2010 to Jul 2014

Company Name 1/4 City , State

- Performed Accounts Payable duties for three local area public school districts.
- Processed Purchase Orders and supplied to vendors.
- Prepared and processed 1099's at calendar year-end.
- Prepared various reports on a weekly basis and supplied local districts with valuable information.
- Streamlined document attachment process within accounting software.

Package Handler Aug 2007 to Sep 2010

Company Name 1/4 City , State

- Earned Employee of the Month on multiple occasions for customer focus and taking initiative.

Education

BBA , Accountancy April 2010 Western Michigan University 1/4 City , State Haworth College of Business

Skills

- Creative problem solving skills.
- Advanced computer skills.
- Works great with others.
- Continuous initiative for process improvement.