

STAFF ACCOUNTANT

Summary

Flexible Accountant who adapts seamlessly to constantly evolving accounting processes and technologies.

Highlights

- 10 years of practical accounting experience
- Prior Management experience
- Full lifecycle implementation
- Prior experience using MS Excel, JD Edwards, QuickBooks, AX, and RFMS on an expert level

Experience

Company Name January 2016 to Current Staff Accountant
City, State

- Involvement with month-end closing process
- Prepare and reconcile full cycle monthly financial statements for selected entities, including supporting schedules, equity roll forward, cash flows, taxes, budget variance reports, and other management reports, as needed.
- Make all necessary recurring and correcting entries.
- Review financial projections versus actual results and report on variances.
- Support all financial audits and examinations
- Assist in preparation of the balance sheet and other reports to summarize and interpret current and projected company financial position
- Participate in developing accounting controls and risk management strategies
- Resolve requests in a timely manner, demonstrating a high level of commitment to meeting requirements within the provided guidelines
- Prepare the monthly reporting packages, including analysis of current actual results to prior period actual results for use in internal and external reporting.

Company Name February 2012 to August 2015 Accounting Manager/ JDE Business Analyst
City, State

- Oversee entire receivable functions to include job costing, billing, aging, collections, resolution of billing discrepancies
- Supervise and manage the workflow of assigned staff (approximately 12 employees) to ensure the timely and accurate preparation and review of accounting transactions and reports
- Provide analysis and interpretation of accounting issues to ensure compliance with GAAP and support the decision making Interface with other departmental leads and branch managers to solve problems that cross departments
- Oversee and manage other accounting and miscellaneous functions to include labor posting, receiving, auditing purchase orders for accuracy, pricing, requirement compliance for contractors
- Develop and implement policies, procedures, and systems to ensure efficient work flow and clear expectations of assigned staff
- Forecast staffing needs, manage schedules of assigned staff, interview and selection, administer disciplinary actions as needed, train new hires, manage time off requests
- Run reports to reconcile labor, materials, payments, accounts
- Review builder contracts and sign all lien releases, and notice to owners
- Act as key facilitator of ERP selection and implementation, including but not limited to: Consult with upper management and provide development support, participate in system upgrade by assisting in planning, development and testing, continuously gain an understanding of the business operations and provide techniques to enhance technical business processes, design and suggest innovative modifications in application systems, perform a wide range of activities associated with application analysis, design functions, and program review, develop test data; conduct testing and debugging to produce required results, participate with IT teams to improve/optimize operations performance, and schedule and conduct training of staff on software.

Company Name August 2011 to January 2012 Administrative Accountant
City, State

- Public Accounting Work with QuickBooks (entering deposits, making general journal entries, and closing entries, entering monthly transactions, and doing reconciliations), along with creating work papers for multiple clients, put together monthly reports for clients, work with Microsoft office on a daily basis
- Payroll experience
- Fill out tax forms and applications.

Company Name September 2007 to April 2008 Executive Assistant
City, State

- Worked between 20 - 25 hours per week while a sophomore at USF Worked with QuickBooks (A/P, A/R, Bank Reconciliations, Deposits) and Fishbowl, picked up mail from PO box and took deposits to the bank, filed all customer and vendor reports and information (creating new files when necessary), answered phones and dealt directly with customers and vendors.

Company Name August 2006 to September 2011 Accounting Assistant
City, State

- Work 15 - 20 hours while in high school to save for college Work with QuickBooks (creating invoices, deposits, entering bills), file all

- WORK 15 - 20 HOURS WHILE IN HIGH SCHOOL TO SAVE FOR COLLEGE. WORK WITH QUICKBOOKS (CREATING INVOICES, DEPOSITS, ENTERING BILLS), RUN ALL customer and vendor reports and information (creating new files when necessary)

Education

University of South Florida December 2010 Bachelor of Science : Accounting City , State

Skills

Accounting, A/P, auditing, balance sheet, Bank Reconciliations, billing, budget, business operations, business processes, contracts, clients, decision making, ERP, financial, financial audits, financial statements, forms, JD Edwards, job costing, materials, MS Excel, Microsoft office, month-end closing, Payroll, policies, pricing, Public Accounting, QuickBooks, receiving, reporting, risk management, staffing, supervisory