

STAFF ACCOUNTANT

Professional Summary

I am currently a graduate student in Masters of Science in Finance Management and IT and a CPA candidate with expected completion by the end of 2017. I am an Accounting and Finance professional with 4+ years extensive experience in full financial statement reporting, month end closures, Review of G/L, Balance Sheet and Statement of Revenue and Expenses, and Financial Risk assessment as well as budget analysis and various reconciliations.

Core Qualifications

- Working Capital Management
- Financial Modeling End of the Month Closing
- Budget Analysis
- Grant Accounting/ Grant Reporting and budget modeling
- Account Payables/Receivables aging reporting Analysis
- Excel, Outlook
- Knowledgeable in Microsoft Dynamics
- Proficient in FundEz
- Proficient in QuickBooks
- Quick learner
- Results-oriented
- Financial records and processing

Experience

02/2015 to 06/2016

Staff Accountant Company Name

- Full charge bookkeeper Report and provide assistance directly to the CFO/Controller on all finance and accounting matter such as: Board Financial Meeting preparation Financial Statement reporting G/L reconciliation, Monthly Balance Sheet Reconciliation Statement or Position and Cash Flows analysis Revenue Audition according to grants agreements Operation Budget and Expenses Analysis Maintaining all aspects of Accounting such as AR, AP, Revenue and Deferred Revenue recognition, adjusting entries, depreciation schedule, grants' budget monitoring.
- Conducted analysis to address discrepancies in 2014 Balance Sheet and General Ledger which led to a complete overhaul of various cash account reconciliation processes and internal controls .
- Coordination of the provision of information to State and Private auditors.
- Monthly calculation of all grants variances, estimate at complete and budget forecasts and actualization.
- Recommendation of salaries and fringes' allocation benchmark.
- Monitored multiple grants' agreements to keep track of actual revenue, deferred revenue and restricted/unrestricted assets.
- Audit schedules preparation and financial information forwarding to auditors Work with auditors for all year end adjusting entries
- Assisted controller to develop audit schedule with private or State auditors and insure compliance with OMB Circ. A133.
- Reviewed Grants' award letters, budget narratives and related invoicing conditions for compliance with organization's F&A. Slaries and Fringe allocation benchmarks.
- Modeled grants' budget spread sheets with actuals and calculated variances Grant's monthly budget monitoring financial analysis and reporting to programs managers and CFO.
- Calculated FTE and fringe benefit allocation's benchmark according to internally developed allocation benchmarks within the guidelines of OMB Circ 21 and ensured accurate update of wages allocation in ADP
- Managed and reviewed State and Foundations grants' monthly expenditures according to signed agreements and OMB Circ 21 guidelines.
- Produced monthly update on grants' account receivable aging reports at grants' ending period and reconciled the deferred revenue to the unrestricted.
- Prepared and submitted all State (DHMH) request of payments (Form 437) and quarterly reports (Form 438) and performance measure (Form 440A) in compliance with grants requirements.
- Reconciled all grants monthly invoices to grant budget lines to effect funds drawdowns and ensure effective budget monitoring.
- Conducted monthly budget, financial and fiscal review and reported updates to program managers.
- Reconcile various payments drawdowns from State (DHMH, DLLR) to billings and grants budget line and recognize revenue accordingly.
- Full Circle Accounting Support Reconciled various bank account balances to the G/L.
- Recorded all cash receipts and remotely deposited check and prepared transmittals Analyzed and reconciled G/L accounts details and corrected discrepancies Prepared month-end and year-end journal entries.
- 1099 preparation and filing Maintained fixed assets ledger and recorded periodic depreciation.
- Generated various financial reports Balance Sheet account reconciliation with the GL Assisted controller in the development of ABC's Operating budget and review Grants' budgets proposal before submission.
- Reviewed account payables monthly transactions for compliance with GAAP and posted month end adjusting entries and accruals
- Supervised all journalized cash receipts and cash disbursements for proper coding.
- Corrected discrepancies between Statement of Revenues and original budgets Created all Account Receivables and monitored aging report accordingly.
- Monitored all operating cash accounts and performed remote checks deposit Maintained the Chart Account and all related cost centers' codification.
- Successfully led key project towich resulted in [\[positive outcome\]](#) .

10/2013 to 02/2015

Finance Consultant/Budget Analyst Company Name - City , State

- Provided financial and accounting services to a portfolio of private and public clients.
- Supported clients' finance department with the following: Budget analysis Cash flow management Bookkeeping End of the month and end of the year closing with W2s and 1099 filings G/L accounts reconciliation End of the year financial Statement reporting Streamline financial processes and Internal control implementation Analysis of variances analysis and development of new plan of action Development of financial models and financial analytical tools Maintained Chart Accounts.

06/2012 to 08/2013

Senior Accountant Company Name - City , State

- Evaluated clients' financials and accounting processes to determine plan of action Analyzed Income and evaluated working capital.
- Performed audit of various accounts and tracked all capital spending against approved payment requests.
- Offset unapproved and unusual expenses variances in their respective areas.
- Analyzed clients' operation budget against operation income and adjusted forecasts accordingly.
- Assisted CFOs with the production of monthly financial statement reports.
- Financial Statement Analysis.
- Reconciled financial statements with the G/L, corrected discrepancies in revenue recognition, asset ledger, periodic depreciation and prepaid expenses.
- Performed expenses and revenue analysis.

04/2011 to 01/2012

Financial Coordinator, Accountant I Company Name

- Performed grant accountant duties for a portfolio of grants funded program at Center of Advanced Study of Languages (CASL) and at Institute of Biotechnology and Bioscience Research (IBBR).
- Defined grants projects deliverables with contractors and monitored deadlines accordingly.
- Performed monthly budget actualization and developed monthly financial reports.
- Analyzed, investigated variances and assisted project managers to build plan of actions Reconciled all journal entries with the G/L, investigated and corrected discrepancies Maintained and review petty cash funds.
- Reviewed all credit card expenses and grants expenses/payment request for compliance with federal OMB Circ.
- A21 and OMB Circ.
- 122 Conducted monthly meetings with projects managers for grants expenses analysis.

Education

Summer 2017

Master of Science : Finance Management and IT Progress University of Maryland University College - City , State Finance Management and IT Progress

2011

Bachelor of Science : Accounting University of Maryland - City , State GPA: GPA: 3.33 Accounting GPA: 3.33

Certified Public Accountant: Candidate Expected Graduation: Winter 2017 Certified: OMB Circ. A 133, 122, 21 and 110

Accomplishments

- Customized various financial reports to respond to Board Members' needs.
- Streamlined Financial and Accounting processes to increase Internal control's efficiency.
- Investigated and corrected discrepancies in the G/L, in the financial statements with 100% accuracy.
- Insured 100% compliance with Internal Controls, GAAP and OMB Circ.
- A21, 22, 110, 133.

Skills

account reconciliation, Accounting, accountant, accrual, ABC, Streamline, ADP and Payroll, Ad, AP, AR, Balance Sheet, billings, Biotechnology, Bookkeeping, bookkeeper, Budget Analysis, budgets, Budget, cash receipts, Cash flow, Closing, Controller, Certified Public Accountant, credit, clients, filing, finance, financials, Financial, financial and accounting, Financial Modeling, Development of financial models, financial reports, financial analysis and reporting, Financial Reporting, financial statements, Financial Statement Analysis, fixed assets, funds, GL, Grants, invoicing, ledger, letters, meetings, Microsoft Dynamics, Excel, Outlook, modeling, processes, coding, proposal, QuickBooks, reporting, Research, Revenue recognition, spread sheets, year-end