

STAFF ACCOUNTANT

Skills

Income Statement, Balance Sheet, Budget expense vs. Actual Expense, when necessary prepare Income Statements for Special Events Yearly: Compiles information and Assists in preparing Annual Budget utilizing Microsoft Office, QuickBooks & Excel

Experience

Company Name Staff Accountant 01/2012 to 06/2014

- Responsible for the review and compilation of all financial information for multiple businesses, Monthly adjustments, Closing entries, Financial Statements, Process Payroll, Completing 1040 Individual tax returns, Compose correspondences to the IRS and NYS to address and settle client tax issues.
- Book Keeping: Entering all Expenses and Revenue information, Bank & Credit Card Reconciliations Sales Tax: Complete sales tax reporting and payments for individual companies on a quarterly basis Adjusting Entries: Balance Sheet Accounts, Including Recording Depreciation, Interest Expense, Accounts Receivable Accounts Payable, Owners Equity Accounts Complete Closing Entries for quarter and year end as needed Complete Financial Statements Budget Analysis: Completed yearly comparisons and assisted with budget planning for each individual business based on financial statements and businesses growth throughout the year.
- Supervise Administrative Payroll Clerks: Responsible to train and supervise 1 full time and 2 part time employees in general office operations and to assist in data entry of payroll information Payroll: Processing of Weekly, Bi-Weekly, and Monthly Payroll for multiple companies Complete weekly, bi-weekly, and monthly Electronic Federal Tax Payments for 941, 944 and NYS-1 payments for multiple companies Complete Quarterly and year end reports: Federal 941, 944, & NYS - 45 Reports for multiple companies Software Proficiency: QuickBooks, Asset Manager, Pro Series, Microsoft Office Excel, Outlook, Word applications.

Company Name Executive Administrative Assistant 01/2006 to 01/2012

- Manage all administrative and financial duties for the United Way of Montgomery County.
- Working secretary to the Board of Directors; Assist the Executive Director with all aspects of campaign and event planning.
- Software Proficiency: QuickBooks & Microsoft Office: Word, Publisher, Outlook, Excel, and Power Point applications Payroll: Process weekly payroll and Monthly Electronic Federal Tax Payments for 941 and NYS-1 payments Book Keeping: Entering all Expenses and Revenue information, Bank & Credit Card Reconciliations.

Company Name Payroll Benefits Administrator Benefits Clerk

- Office Supervise and direct all aspects of payroll including senior payroll clerk, payroll benefit clerk and account clerk data entry employees for 27 departments and over 500 employees within the county.
- This includes 4 different bargaining agreements each with different lag periods and weekending date Payroll: Manage Payroll Process for bi-weekly payroll Train and oversee senior payroll clerk and all payroll data entry clerks for each of the 27 departments within the county Process bi-weekly payroll for over 500 employees utilizing the computerized New World dot net system Complete Federal 941 & NYS-45 tax reports quarterly and complete all year end submissions Reconcile and create W-2's Supervise Payroll : Review and address changes made for Health, Dental, and Flexible Spending made to employees and retirees files as it correlates with individuals bargaining agreements Approve and review all payments of Insurance and other benefit account payables Grant Funding: Assist with all reports for individual departments within the county to complete grant funding request.
- This may include actual cost for the past year or projected costs for the coming year.
- Budget Development: Assist Personnel Director to track and report Wage and Fringe costs for employees and current retirees for 3 year budgeting costs analysis.
- This includes wages, insurance, FICA, Medicare, NYS Retirement contributions, insurance, and dental costs.
- Manage Affordable Care Act reporting: Work with our Benefits and compliance administrators at Benetech to ensure all federal reporting requirements are met GASB 45 Reporting: Assist the county Treasurer and Milliman Actuaries to track and report information on over 250 retirees Health costs and changes throughout the year.
- This includes completing census data on all active and retired employees to help complete required GASB reporting.

Education and Training

ASS : Business Accounting May 2012 Fulton-Montgomery Community College , City , State Business Accounting

Individual Studies Certificate August 2006

Skills

dot net, Accounts Payable, Accounts Receivable, Administrative, Balance Sheet, Benefits, Book Keeping, Budget Analysis, Budget Development, budget planning, budgeting, Budget, Bi, Closing, Credit, client, data entry, Equity, event planning, Special Events, Financial, Financial Statements, general office, Insurance, Director, Excel, Microsoft Office, Office, Outlook, Power Point, Publisher, Word, payables, Payroll, Process Payroll, Personnel, QuickBooks, Recording, reporting, Sales, Tax, tax returns, year end