

# ROBERT SMITH

## Accounting Manager/Full Charge Bookkeeper

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Seeking a fulfilling position in the accounting field that offers growth opportunities and allows to utilize leadership skills and experience in compiling, sorting, analyzing, and reporting on financial data.

### CORE COMPETENCIES

Quick books, Accounting, Process Improvement, Account Management, Accounts Receivable.

### PROFESSIONAL EXPERIENCE

#### Accounting Manager/Full Charge Bookkeeper

ABC Corporation - August 2014 – January 2016

##### Key Deliverables:

- Included but were not limited to posting cash, processing weekly payroll, A/R, A/P, monthly/quarterly taxes and account reconciliations.
- Annual 1099 and W-2 for independent contractors and employees.
- Also supervised the human resources aspect of the business.
- Responsible for the property owners statements for approximately 150 properties.
- Maintained all property maintenance and cleaning records and billed them out appropriately, monthly and annual Balance Sheets and Profit and Loss Statements.
- Collected monthly rents from tenants, deducted commission and made bi-monthly disbursements to homeowners based on their individual statements of income and expenses.
- Used Excel, Quickbooks, and LiveRez software systems to maintain multiple accounts.

#### Full Charge Bookkeeper

ABC Corporation - 2009 – 2014

##### Key Deliverables:

- Complete accounting cycle responsibility for two companies, with sales of \$12 million and \$6 million annually, respectively.
- Average A/R of \$5 million and \$2 million, respectively.
- Accounts Receivable-Invoicing, bank deposits and payment application, credit card processing, ACH payments, collections and bad debt management.
- Accounts Payable-Full cycle A/P, weekly disbursements; including checks, ACH and international and domestic wire transfers.
- General Ledger-Monthly and adjusting journal entries, bank reconciliations, balance sheet account reconciliations.
- Sales Tax>Returns and account reconciliations for two states and related county/parish jurisdictions.
- Human Resources-Hiring, payroll, benefits administration..

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### EDUCATION

- BS in Accounting - (University of Tennessee at Martin - Martin, TN)