### **Full Name**

Address

Phone Number | Email

Objective

To obtain a position with \_\_\_ where my understanding of bookkeeping and accounting will aid in the productivity and effectiveness of the \_\_\_\_\_\_\_ Department.

### **Work Experience**

New Opportunities Inc. – Waterbury, CT (2010 to Present)  
**Staff Accountant**

* Report to CEO and Controller
* Duties focus on providing leadership and a focus on financial policies, procedures and controls
* Prepare and administer budgets for each grant
* Perform bank reconciliations and payroll administration (utilized ADP, Ceridian, Paylocity)
* Utilize BlackBaud accounting system
* Perform daily deposits
* Work closely with Human Resources for calculating and reconciling employee benefits
* Interface with all levels of organizational personnel
* Process petty cash, mileage reimbursements, and travel expenses

Command Security Corporation – Hartford, CT (1999 to 2002)  
**Accounting Supervisor**

* Directed and coached an Accountant, Accounts Payable Clerk and an Accounts Receivable Clerk
* Ensured timely and accurate processing of billings, accounts payable and receivable
* Managed a 50 person payroll (Genre System)
* Reported financials to the CEO on a monthly basis
* Provided direction to ATM repair service subcontractors nationwide

Industrial Risk Insurers – Hartford, CT (1992 to 1998)  
**Financial Reporting Accountant**

* Performed diverse accounting, operations and client service functions at the Corporate Office
* Prepared information relevant to statutory requirements and financial statements
* Processed state and federal income taxes. Interfaced with state and municipal tax regulators
* Computed personal property for municipalities
* Reconciled General Ledger accounts
* Calculated payroll for eighty employees
* Converted foreign currently premium and cash transactions
* Coordinated cash collections up to $100M+
* Collaborated with the IT department to enhance automation of financial reporting

Oles Envelope Corp – Baltimore, MD (1990 to 1992)  
**Accounting Assistant**

* Monthly journal entries into AS400 and Quickbooks
* Bank Reconciliations
* Posted daily cash receipts
* Processed payroll
* Maintained spreadsheets in Excel
* Entered invoices into Greatplains
* Cut checks
* Processing special welfare and fema checks

### **Education**

Bachelor of Science in Accounting – Central Connecticut State University – New Hartford, CT