

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