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Robert Smith

Financial Administrative Assistant

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 Website: www.qwikresume.com
 LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
 Address: 1737 Marshville Road, Alabama

SUMMARY

An experienced administrative assistant and receptionist with strong computer skills. Seeking to achieve a role that matches the profile and supports sustainability to drive the company's strategic synergies.

SKILLS

Typing 70 WPM, Oral & Written Communication, Customer Centred Approach, Accounting.

WORK EXPERIENCE

Financial Administrative Assistant

ABC Corporation - February 2007 - March 2009

- Compiled month-end financial data and yearly budget data via copying to distribute amongst personnel for meetings.
- Organized and maintained calendars for the Controller and Assistant Controller.
- Organized and maintained office and food supplies, ordering more when necessary.
- Maintained several excel spreadsheets and distributed the information daily via e-mail to designated parties.
- Keyed in journal entries during month-end close to assist the accounts in the month-end close process.
- Supported the cash deposit process by filling in when necessary to get cash deposits ready for the next mornings pick up.
- Answered office telephone to communicate with vendors.

Financial Administrative Assistant

Delta Corporation - 2002 - 2007

- Input financial documents via QuickBooks/ Reviewed and amended requisitions.
- Utilized copy and fax machines, performed others duties as needed.
- Transferred hard-copy files to an online database system.
- Cleaned and organized an online database and filing system, prepared presentations for delivery.
- Maintained a log of all accounts payable transactions for the building, compiled journal entries for the end of the month close.
- Monitored government regulatory policies on licensing, radiation exposure, and human resource management.
- Answer calls and inquiries regarding financing and insurance for 15 clinics.

EDUCATION

Associate - 1994(Harper College - Palatine, IL)

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ROBERT SMITH

Assistant Controller/IT Manager

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

SUMMARY

Integral leader who offers proven experience in large-scale business optimization, including designing, developing, and implementing forward-thinking programs, processes, and procedures to achieve key growth and productivity. Top performer who excels at analyzing operational needs and identifying lucrative growth opportunities. Excellent communicator who interfaces between executives, public-sector officials, sales/business teams, and customers.

CORE COMPETENCIES

Excel, Word, MRI, BostonPost, SAP, SQL, MS Dynamics AX, MS Dynamics NAV, Quickbooks, Hyperion Financial Management, Jet Reports

PROFESSIONAL EXPERIENCE

Assistant Controller/IT Manager

ABC Corporation - May 2014 - Present

Key Deliverables:

- Providing in-depth training to the accounting supervisor and junior corporate accountant as they transition into more advanced accounting roles to fill the reporting needs of the company, which include financial and cash flow reporting.
- Handling fewer reporting details than the previous role and focusing on the high-level analysis and report distribution.
- Cash flow analysis and surplus cash calculation on a monthly and quarterly basis.
- Coordinating the upgrade of the accounting system to the newest version for company-wide use which will save us time-related to reporting and property-related uses.
- Answer accounting groups questions on behalf of or in the place of the controller, to allow him more time to focus on higher-level responsibilities.
- Accounting manager managed accounts receivable and collections worth 7 million in annual sales.
- Maintained integrity of general ledger, including the chart of accounts.

Assistant Controller

ABC Corporation - February 2013 - August 2013

Key Deliverables:

- Coordinated month end close activities with the cross functional teams within finance, hr, and operations.
- Ensured invoices were received and posted by the day of close, which kept salesperson commissions on target per daily reports.
- Assisted in intercompany accounting and consolidation of foreign subsidiaries, including elimination entries and currency exchange.
- Closed the books each month, ran consolidations, and handled all adjusting entries.

2259 Oak Street, Old Forge, New York, 13420

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Financial Controller
 ROBERT SMITH
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 Website: www.qwikresume.com
 LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
 Address: 1737 Marshville Road, Alabama

Objective
 To obtain a position with a company that will provide me with the opportunity to use my skills and experience to contribute to the success of the organization and to advance my professional growth.

Skills
 • Excellent communication and interpersonal skills
 • Strong organizational and time management skills
 • Proficient in Microsoft Office (Word, Excel, PowerPoint)

Work Experience
Financial Controller
 ABC Corporation - February 2013 - August 2013
 • Coordinated month end close activities with the cross functional teams within finance, hr, and operations.
 • Ensured invoices were received and posted by the day of close, which kept salesperson commissions on target per daily reports.
 • Assisted in intercompany accounting and consolidation of foreign subsidiaries, including elimination entries and currency exchange.
 • Closed the books each month, ran consolidations, and handled all adjusting entries.

Assistant Controller
 ABC Corporation - May 2014 - Present
 • Providing in-depth training to the accounting supervisor and junior corporate accountant as they transition into more advanced accounting roles to fill the reporting needs of the company, which include financial and cash flow reporting.
 • Handling fewer reporting details than the previous role and focusing on the high-level analysis and report distribution.
 • Cash flow analysis and surplus cash calculation on a monthly and quarterly basis.
 • Coordinating the upgrade of the accounting system to the newest version for company-wide use which will save us time-related to reporting and property-related uses.
 • Answer accounting groups questions on behalf of or in the place of the controller, to allow him more time to focus on higher-level responsibilities.
 • Accounting manager managed accounts receivable and collections worth 7 million in annual sales.
 • Maintained integrity of general ledger, including the chart of accounts.

Education
 Associate - 1994(Harper College - Palatine, IL)

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without having to deliver it first. April 14, 2022/ Steven Bragg/ à e Courts photo: Skynesher/ Getty Images Open a current account is an important step to take control of your personal finances. It will need \$ 50,000 for actively administered funds and \$ 100,000 for certain specific units of the sector. Therefore, his understanding of mutual funds does not have to be an investment expert to open an avant-garde personal account, but he needs to know how much mutual funds he wishes to buy, Photo Cortesía: PraPass Pulssub/Getty images checking accounts are the most common types of accounts that people use for everyday bank. A day card can be slid as a crisis card, but money on the card comes from a person's checking account. Those costs or rates varied a lot between banks and types of There is a common scenario between the banks that charge rates: there is no cost to open a current account, but the account holder must immediately deposit the amount of the minimum balance in their account. In the majority of the banks, the minimum balance is a small number, such as \$ 25, and the holder of the account must keep at least so much in the account at all times to maintain their checking account. Between \$ 1 and \$ 25, for having an open account. Some avant-garde funds charge rates when buying and sells shares that varied from 0.25% to 1% of the total transaction. Photo Cortesía: Cytonn Photography/Pexels Más de Askmoney.com Basic accounts, trusts and organizational accounts are also also options, depending on their needs. What rates should you wait? Before registering, it is also important to understand what type of vanguard rates charges your investors. For the funds, it will need a minimum of \$ 3,000. If a person has a history of bouncing checks, writing checks for more money than in their account *or using a day card to pay more high expenses of what is in your account, other banks They can deny your request for a request for a checking account. Some banks allow minors of a certain age to open joint current accounts with a legal father or guardian. Guardian.

Accounting for distribution costs: All distribution costs are considered indirect expenses and come under the head of selling and distribution expenses in the company's profit and loss statement . Related article Accounting For Direct Labor Costs - Definition, Example, And Accounting Treatment 06.09.2021 · Accounting Policies Definition. 13 of 51. ... An accounting standard is a common set of principles, standards, and procedures that define the ... Definition and communication of policies and procedures are required to some extent at all organizations. Policies are general principles aligned with the company's mission that top executives design as guidelines for all employees when making decisions to ... 18.01.2022 · Accounting information should be reliable. Unbiased. Accounting information should contain no biases. Faithful Representation. Accounting information should faithfully represent the related business transactions. Consistency. Accounting policies should be consistently applied over time, so that financial statements are consistent and comparable ... 20.10.2021 · Definition and explanation. The consistency principle of accounting states that a company should use the same accounting policies and methods for recording similar events or transactions from one financial period to another. It is necessary that a company consistently apply its accounting methods and policies from one financial year to another. Accounting Convention; Refers to a set of rules and assumptions to be followed while recording financial transactions. It refers to generally accepted practices followed by the accountants. The accounting bodies of the country set the rules and assumptions to be followed, generally in line with internationally accepted accounting policies. Definition: Reliability Principle is the accounting principle that concern about the reliability of financial information that records and present in the entity's financial statements.. The principle of the reliability principle is that the transactions or event could records and present in the entity's financial statements only if they could be verified with the reliable objective evidence. 05.01.2021 · Accounting events are only those events that can be measurable in monetary terms. Events such as natural disasters may be recorded as accounting events if they damage a company's property and ... 06.11.2020 · Cash accounting is simple and straightforward. Transactions are recorded only when money goes in or out of an account. Cash accounting doesn't work as well for larger companies or companies with a ... 20.10.2021 · Definition and explanation. The consistency principle of accounting states that a company should use the same accounting policies and methods for recording similar events or transactions from one financial period to another. It is necessary that a company consistently apply its accounting methods and policies from one financial year to another. 13.12.2021 · Management accounting is the practice of identifying, measuring, ... then the company may need a much more stringent process with tighter credit policies to ensure optimum cash flow. If late payments become habitual to businesses/individuals, it may have a negative impact in your business eventually. 16.01.2022 · Activity Sequence-Sensitive: A calculation used in activity-based costing for determining the costs associated with activities based on particular time-based processes. Activity sequence-sensitive ...

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