

NAME

ADDRESS: XXXXXXXXXXXX, Sterling, Virginia 20165
PHONE: XXX.XXX.XXXX EMAIL: XXXXXXXXXXXX@gmail.com

SENIOR ACCOUNTANT

QUALIFICATIONS PROFILE

Detail-oriented, performance-focused, and multifaceted professional, offering extensive experience in accounting operations across multiple industries; including government contracting, telecommunication, wholesale and retail, manufacturing, and law. Results-oriented and goal-driven leader with management qualifications in overseeing day-to-day accounting transactions while ensuring compliance with generally accepted accounting principles (GAAP) and federal government standards. Armed with proven track record of success in performing and accomplishing general accounting responsibilities while effectively establishing positive working relationship with professionals of all levels.

AREAS OF EXPERTISE

*Federal Government Contracting ~ Financial Analysis and Auditing ~ General Ledger ~ Fixed Asset Accounting
Tax Filings ~ Accounting Records Management and Maintenance ~ Accounts Payable and Accounts Receivable*

PROFESSIONAL EXPERIENCE

XXXXXXXXXX | RESTON, VA

Controller	2016–Present
<ul style="list-style-type: none">▫ Effectively manage the department's accounting operations, including accounts receivable and accounts payable▫ Fulfill general accounting functions, including financial analysis, financial audits, budgeting, general ledger, and fixed asset accounting while ensuring compliance with Generally Accepted Accounting Principles (GAAP)▫ Prepare daily and weekly cash flow reports as well as year-end work papers for external auditors▫ Take part in the system conversion from MS Navision to Infor Distribution SX.e▫ Manage and maintain ledgers for four additional related companies, which involve the following duties:<ul style="list-style-type: none">– Administering daily banking and cash reporting, journal entries, and account analysis– Handling sales tax filing, monthly financial statements, and year-end audit work papers▫ Actively participate in company-related activities including processing financial statements for original company; filing mandatory taxes; registering new company with all appropriate states and localities for licenses and taxes; and creating new general ledger	

Career Highlights:

- ✓ *Successfully revamped financial and account analysis to bring records back to compliant status after a period of employee turnover that created inaccurate reporting*
- ✓ *Streamlined payroll processes by designing and employing a general ledger mapping to institute payroll information directly to the general ledger from the payroll provider*

XXXXXXXXXX | FREDERICKSBURG, VA

Financial Analyst, Project Accounting for Professional Services Organization	2010–2015
<ul style="list-style-type: none">▫ Efficiently handled SAP project module and timekeeping and workflow module with more than 7,000 billable and non-billable projects; which included setting up projects, participating in user acceptance testing (UAT), initiating invoices, reviewing contracts, and overseeing project closure.▫ Took charge over general accounting duties, including journal entries and account analysis.▫ Rendered support and assistance to various organizational personnel and activities on matters concerning:<ul style="list-style-type: none">– Business units' transformation from other platforms to new project system;– Billing quality assurance group in resolving billing issues related to projects; and– Non-technical personnel related concerning timekeeping system.	

NAME

ADDRESS: XXXXXXXXXXXX, Sterling, Virginia 20165
PHONE: XXX.XXX.XXXX EMAIL: XXXXXXXXXXXX@gmail.com

XXXXXXXXXX | POTSDAM, NY

Senior Accountant II, *General Accounting-NetSec (a Verizon subsidiary)* 2006–2010

- Observed strict compliance with federal government guidelines for contracting firms including Defense Contract Audit Agency (DCAA) and proper contract funding
- Coordinated with human resource personnel to resolve issues relating to payroll tax filings
- Manage intercompany transactions including consolidation, eliminations, and transfers
- Take charge of handling specialized projects and reporting as required by the executive leadership
- Ensured accuracy of revenue accruals by preparing monthly analysis for the Revenue Department.
- Contributed in the successful internal and external audits by providing accurate documentation
- Performed key responsibilities including preparing daily and weekly cash reports; conducting timekeeping review to ensure accuracy and timeliness; analyzing all expense reports for accuracy and proper expense disclosure; and delivering ad hoc reporting through Deltek Costpoint
- Assumed full responsibility in managing invoice and purchase order processing as well as preparing journal entries, account analysis, and balance sheet reconciliations
- Maintained active involvement with clients to discuss past-due payments
- Keenly oversaw the project execution which involved project setup, invoices, contract review, and project closure
- Provided support with the conversion of company software from Peachtree to Deltek Costpoint 5.1

EARLIER CAREER

XXXXXXXXXX | ASHBURN, VA

Senior Accountant II, *Legal Entity Accounting*

XXXXXXXXXX | RESTON, VA

Senior Accountant, *General Accounting*

XXXXXXXXXX | CHICAGO, IL

Accounting Manager, *Corporate Headquarters*

XXXXXXXXXX | CHICAGO, IL

Accounting Supervisor

XXXXXXXXXX | CHICAGO, IL

Payroll Supervisor

XXXXXXXXXX | CHICAGO, IL

Staff Accountant

EDUCATION

Master of Business Administration in Accounting

XXXXXXXXXX | Reston, VA

Bachelor of Science in Accounting and Law

XXXXXXXXXX | Potsdam, NY

TECHNICAL ACUMEN

SAP (Project, Timekeeping, and General Ledger/Financial Reporting Modules)
Microsoft Navision | Deltek Costpoint 5.1 | Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
COGNOS Reporting 8.0 | Deltek T&E | Ceridian | ADP | ABRA | Paycom
QuickBooks | Peachtree | Report Writer | Hyperion Essbase | Platinum | FAS Asset Management