John Doe

555.555.5555 • johndoe@email.com

HATContract – San Jose, CA   04/2018 - Present

Offering a wide selection of products to coordinate everything in the open workplace environment / www.hatcontract.com

Accounts Payable/Accounts Receivable Specialist (Independent Contractor)

- Reporting to Finance Manager assist with A/R and A/P duties as per organizations set policies and accounting practices and procedures / proven ability to quickly adapt to new systems and practices
- Responsible for accurate/timely payment of vendor invoices, reconciling past due invoices against vendor statements, maintaining accurate 1099 vendor files and processing/submitting annually to IRS / demonstrated ability to manage time sensitive deadlines/due dates
- Reconcile A/P, GL, and aging reports / recognized ability to complete tasks in a time efficient manner
- Manage international wires and domestic ACH transfers / prepared with an extreme attention to detail
- Enter and pay all employee expense reports; reconcile Intercompany cash transactions
- Accurately apply and process customer (credit card) payments to open invoices; reconcile monthly customer deposits, A/R, and aging reports

Institute for Human and Social Development – San Mateo, CA   01/2016 – 03/2017

A non-profit organization, committed to providing the highest quality comprehensive early care, education and family services to support the school readiness of each child / www.gsb.stanford.edu

Accounting Specialist (Independent Contractor)

- Assisted IHSD Manager with accounting duties as per organizations set policies and accounting practices and procedures / consistently meeting and exceeding account expectations
- Utilizing Abila MIP Fund Accounting software input weekly salary, benefit, and workers compensation allocation for 60 employees and annual $1M in cash receipts; audited weekly payroll records, communicating variances to Controller, including discovery of $2K discrepancy
- Prepared $15M in transaction reconciliations, extrapolating data from PeopleSoft and utilizing Excel for completion / preparations and attention to detail assured accurate execution of projects
- Received and processed all office supply purchase orders; proactively researched/compared alternative office supply sources in turn reducing costs by 25% / proven ability to identify and provide cost-effective solutions

Education

- Bachelor of Science, Mathematics / GPA 4.0 / University of California - Irvine, CA
- CPA Certification with Certificate of Achievement / Foothill College - Los Altos Hills, CA
- Financial Accounting Certification / Foothill College - Los Altos Hills, CA

Competencies/Transferable Skills

- A highly organized and detail-oriented Accounting Specialist with 11 years' experience in a wide range of tasks and accounting practices and procedures
- Demonstrated ability to correctly prioritize responsibilities and multi-task in a high-volume/deadline-driven environment with speed and accuracy
- Advanced analytical, complex, and creative problem solving solutions applied to develop, manage, maintain workflow and operational procedures/systems
- Initiating, planning, executing, management and completion of simple to complex projects; including adept comprehension of optimal planning tools/processes required
- Positive, approachable, clear, and consistent communication style; ability to work independently and as an valued member of a team offering contributions supportive of a cohesive team environment, building positive working relationships and rapport
- Industrious, consistent, and thorough; actively seeking and identifying opportunities for improvement, developing relevant, long-term solutions with an ability to assimilate new skills and information quickly, welcome and value professional development opportunities
- PC proficiency including, but not limited to: Microsoft Access, Excel (including advanced formulas, macros, lookup, pivot tables, VBA, graphs), Great Plains, Outlook, PowerPoint, and Word; EssBase, Hyperion Planning, QuickBooks, PeopleSoft, MAS 90, Abila MIP Fund, and SAP ERP Software