

# Name Surname

Midlothian, VA

ACCOUNTING | MANAGEMENT LEVEL

555 555 5555 • [email@address.domain](mailto:email@address.domain)

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## **Accountant • Project Accountant Management • Leadership • Analysis • Public, Private and Global Level**

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Accounting professional with extensive years of experience, possesses multiple skills covering many financial areas such as laws, cost control principals, ledger analysis, financial statements, budgeting, auditing practices, taxation and economic regulations. Collaborate effectively with business managers to resolve variances, refine forecasts, and identify opportunities for improvement. Compassionate team leader, mentor and coach, encourages personal and professional growth for all to succeed.

*Budgeting • Financial Accounting • Forecasting • Financial Planning & Management • Performance Appraisals  
Corporate Finance • Financial Analysis & Modeling • Process Improvement • Project Management  
ERP Systems • Trend Analysis • Resource Management • Standard Cost Analysis Payable & Receivable*

### KEY STRENGTHS

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- Remarkable ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Exceptional ability to write reports, business correspondence, and procedure manuals.
- Strong ability to effectively present information and respond to questions from groups of managers, employees and the general public.
- Immense ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry.
- Remarkable ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Strong ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Profound ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **IT Literacy:** Cardinal (PeopleSoft), CARS Reports, Metafile, Creative Solutions Accounting, SAP, Coda, File Cabinet Solution, Client Bookkeeping Solutions, QuickBooks, Peachtree, MS Word, MS Excel, MS Access, MS PowerPoint, Quicken and various customized accounting software.

### PROFESSIONAL BACKGROUND

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**Company Name – City, Country** **2013-Present**

*Various Positions Held:*

**ACCOUNTS RECEIVABLE & PROJECT ACCOUNTING MANAGER, VDOT**

Supervising and directing the functions of the Accounts Receivable and Project Accounting sections consisting of 5 employees.

- Directly involved in coordinating the preparation of various work products ensuring that they are prepared in accordance with Department of Accounts (DOA) quarterly report requirements, financial statement directive, and Generally Accepted Accounting Principles (GAAP) and practices
- Ensuring Agency Risk Management and Internal Controls Standards (ARMICS) are maintained, updated, and enhanced.
- Acting as a liaison between the Department of Accounts (DOA), Auditor of Public Accounts (APA), Department of Taxation, Department of Motor Vehicles, the Attorney General's Office, VDOT District/Division staff, and other state agencies or entities in earnest execution of the accounts receivables billing/collection and project accounting functions

**LEAD QUALITY ASSURANCE ANALYST, DOA • QUALITY ASSURANCE ANALYST, DOA**

- Reviewed State agencies for compliance with ARMICS (Internal Control and Risk Management)
- Performed Quality Assurance Reviews of various State Agencies to ensure compliance with financial reporting for Financial Statement Directive Attachments for the annual CAFR
- Assessed the State Agency federal reporting for grants issued through the American Recovery and Reinvestment Act of 2009
- Completed special projects in relation to various agencies and write reports on findings.

**Company Name – City, Country** **2011-Present**

**OWNER | MANAGER [part-time]**

- Establishing, maintaining, and coordinating the implementation of accounting and accounting control procedures, including explaining accounting policies to vendors and clients.
- Analyzing revenue and expenditure trends and recommending appropriate budget levels, and ensuring expenditure control.
- Recommending, developing and maintaining financial data bases, computer software systems and manual filing systems.
- Delivering QuickBooks support and training such as ProAdvisor to various clients.

**Company Name – City, Country** **2013**

**ACCOUNTING MANAGER**

- Maintained accounting systems for various government contracts and managed funding for all contracts, including reviewing pricing for government proposals.
- Prepared and presented financial statements and associated reports.
- Managed the Budget, Forecasting, A/R, A/P, P/R, general ledger and collection function.
- Supervised accounting personnel and interns within the finance department, including processing payroll for over 120 employees.

**Company Name – North America – City, Country** **2011-2013**

**PROJECT ACCOUNTANT | FINANCIAL ANALYST [Global Company]**

Accountable for high level and detailed accounting of a Canadian transportation infrastructure contracts and projects, including, but not limited to the base contract, change orders and capital improvement items using Coda, HQMS, mobilization and transitioning over to SAP (ERP system)

- Assisted with budget preparation and forecasting in multi-million dollar projects, including special accounting projects as needed.
- Ensured accurate balance sheet reconciliations, budgetary and cost analysis & general ledger account analysis.
- Monitored accuracy and timely processing of intercompany transactions, foreign currency translation and corresponding account reconciliation
- Analyzed variances and trends across projects and corresponded with project managers with concerns.
- Accountable for specialized reporting, completing new vendor credit applications, and other reporting and licensing requirements and advanced excel functions for analysis

**Company Name – City, Country** **2003-2011**

**STAFF ACCOUNTANT IN CHARGE [Public Accounting]**

- Compiled and analyzed financial Statements & general ledger account analysis, including researching variance and trends for various accounting data.
- Worked extensively with Accounts Payable, Accounts Receivable, Fixed Assets and Payroll functions of various companies to oversee processes and implement changes for better internal control for clients.
- Trained employees and clients' employees on various processes and procedures, financial statements on Creative Solutions Accounting software for multiple clients.
- Fixed assets and depreciation calculation, including working with % complete and work in process methods of accounting.
- Collaborated regarding budget preparation for various clients and troubleshoot accounting software problems for various clients.
- Created and implemented office and accounting system policies and procedures, including all aspects of payroll through quarterly returns and year-end tax returns.
- Ensured tax returns and business forms, including sales tax, tire tax, business licenses, business personal property, litter tax.
- Maintained fixed assets, records, and calculate depreciation such as: extensive IRS, VA Dept. of Taxation, and Virginia Employment Commission research; Insurance, IRS and State Audits.

**EARLY EXPERIENCE** \_\_\_\_\_

**Company Name – City, Country** **1997-2000**

OFFICE MANAGER/SUBCONTRACT ADMINISTRATIVE TRAINING & SPECIAL PROJECTS

**EDUCATIONAL BACKGROUND & CREDENTIALS** \_\_\_\_\_

**Certifications**

**CPA Exam Candidate** | *currently pursuing CPA Certification*

**QuickBooks Pro-Advisor**

**Academic Qualification**

NAME UNIVERSITY – City, Virginia | *graduated*

**MBA with Distinction** [concentration in Accounting] • **BS Accounting** [Magna Cum Laude]

**VOLUNTEERING** \_\_\_\_\_

**Name Elementary School – City, Country** **2002-2003**

PTA PRESIDENT & PTA VICE PRESIDENT – MEMBERSHIP

**MEMBERSHIP** \_\_\_\_\_

Sigma Beta Delta Honor Society Member • Southside Baptist Church Choir Member