

( Client Name )

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[email@email.com](mailto:email@email.com)

(Address Line 1)

(Address Line 2)

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## Senior Account Manager

Engaging and competitive Senior Account Manager has more than 5 years of cumulative experience in providing managerial accounting, research and reconciliation of general ledger, and error-free reports. Excellence in the field is manifested by the candidate's candid ability to multitask, collaboratively engage executives and employee contacts, and ensure the optimal outcome in challenging situations.

Diligent and motivated leader possesses natural abilities in payroll methods, account development, cross-functional collaboration, process improvement, market research, journal entries, reconciliation, and financial audit support. Personable individual easily develops robust business partnerships and exhibits exemplary performance in executing innovative strategies to exceed operational goals.

- ✦ Management Accountant & Team Leader
- ✦ Robust Interpersonal Communication Skills
- ✦ Financial Statement Preparation Specialist
- ✦ Contract Preparation and Presentation
- ✦ Accounts Payable & Receivable Expert
- ✦ Strategic Planning & Problem Solving

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## Professional Experience

### Sugar Mountain Capital

Nov 2018 - Present

Staff Account Manager

(City, State)

- ✦ Administered tenant billing, tenant billbacks, and CAM reconciliations for residents that have NNN leases; developed SOPs for tasks and created supporting documents for leases and loans.
- ✦ **Oversaw business license renewal and city/state business requirements;** prepared consolidated internal and external financial statements for multiple company departments.
- ✦ Managed and performed bank reconciliation, credit card reconciliation, cash management, full-cycle payroll, B&O, A/P, A/R, and sales tax filing; **executed monthly closing duties for 12+ LLCs, CEO personal accounts, and various trusts.**

### Hines

Dec 2017 – Nov 2018

Staff Account Manager

(City, State)

- ✦ **Managed and finalized accounts payable processing for all vendors** overseen by property management for multiple Amazon tenant properties; **handled accounts receivable processing** for retail tenants across several properties, which included rent, CAM expenses, and bill backs.
- ✦ Established recurring invoice tracking to ensure vendors were billing appropriately and in a timely fashion; **designed a Master Vendor Tracker database for vendor terms, contacts, and coding instructions** and assisted in the management of Vendors for terms and payments.
- ✦ Developed expense report reviews, conducted coding, and processed employees; **completed all processing for property manager purchases** that could not be processed through accounts payable.
- ✦ Created SOPs for all Staff Accountant I duties, which included AP, AR, Vendor Set Up, and Check Runs; **operated alongside property managers to collect all past due cash receipts.**
- ✦ Reviewed and reported on GL for invoicing and unique property management projects and safeguarded all sales tax and use tax to confirm they were adequately paid.

### Rational Interaction

Oct 2017 – Nov 2017

Senior Account Manager (Temp)

(City, State)

- ✦ **Spearheaded the reconciliation of benefit contribution accounts,** which included 401K, FSA, HAS, medical, dental, vision, and life insurance policies; reconciled all compensation and payroll tax liability accounts and re-classed inaccurate entries.
- ✦ Audited 401K, FSA, and HAS contributions, which **ensured all employee and employer contributions were calculated precisely and deposited accurately** into corresponding accounts.
- ✦ Finalized auditing of medical, dental, and vision billings to ensure all employees were enrolled in the correct plan, deductions were accurate, and vendor proposals reflected current employees.

- ✦ Organized and designed journal entries for all payroll submissions that were entered into Workday from QuickBooks in preparation for full conversion in 2018.

**RAM International**

Mar 2016 – Sep 2017

Accountant

(City, State)

- ✦ **Performed daily bank reconciliation, and weekly general ledger account reconciliation for multiple accounts;** crafted period end, closing journal entries for general ledger accounts.
- ✦ **Ensured all 33 restaurant locations and warehouse invoices were reconciled accurately** every week, on time, and that all locations were posted; finalized daily credit card processing to ensure all funds were received, any discrepancies in funds were examined and created entries to correct discrepancies.
- ✦ **Compiled and prepared data for a multitude of audits** including annual company audits, multiple state tax audits, and state alcohol audits; collected data and created entries for period-end closing.
- ✦ Managed all vendor statements to guarantee invoices were received and that all credits were processed in a timely manner and **automated a majority on inventory vendor invoices in electronic format for faster and more accurate reconciling.**
- ✦ Processed weekly and bi-weekly check runs for manually processed checks; administered online vendor payments for vendors using online payment systems.

**Robert Half**

Sep 2015 – Mar 2016

Consultant (Temp)

(City, State)

- ✦ **Developed and implemented a new payroll system (Kronos) for 5,000+ employees** across the school district; integrated pay and work rules for 13 unique union contracts including regular time, overtime, special pay, events, split shifts, and alternate shifts.
- ✦ **Established training materials for all processes and implemented that training** across multiple preparation environments, including webinars, atomic learning, and in-person coaching.
- ✦ Administered comparison reports between systems to ensure accuracy of data; evaluated all comparison data between systems to ensure precision, research, and correct any variances.

## Other Relevant Experience

**The Rock Wood Fired Kitchen**

Feb 2015 – Sep 2015

Payroll & Human Resource Specialist

Sumner, WA

**Buffalo Capital Corporation**

Apr 2014 – Dec 2014

Accounting Associate

Newport Beach, CA

## Education & Technical Skills

**Sunny University, 2019**

Master's Degree in Accounting

**Texas College, 2016**

Certification in Financial Bookkeeping (NACPB)

**University-Northridge, 2013**

Bachelor of Arts in Finance

**Orange Pike College, 2011**

Associate of Arts in Business Studies

Microsoft Office Suite ✦ JD Edwards Accounting Software ✦ Nexus Payables Software ✦ Sage 100 Accounting Software ✦ Kronos ✦ Crunvertime Inventory Software ✦ QuickBooks ✦ ADP Payroll Software ✦ VOiP Phone Systems ✦ Compeat Payroll and Accounting Software