

Candidate 4365

IN

Well regarded accounting and human resources professional with 30+ years of experience looking for a challenging position within a dynamic organization. Senior Accountant and Analyst versed in Inventory, AP, AR, GL, P&L, budgeting and account reconciliation processes. Expect to leverage my knowledge and experience in accounting, analysis, corporate reporting and operations. Self-starter with an attention to detail and critical deadlines.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Licensed Insurance Agent

Allstate Insurance - IN

December 2022 to Present

Licensed P&C agent.

Senior Accountant/Analyst/Human Resources

Systems - IN

2001 to 2020

- \$300 Million Division - 3 plants
- * JD Edwards ERP operating system
- * Daily sales invoicing - approximately \$70 million annually
- * Monthly financial reporting and variance analysis
- * Sales Commission Budgets and Calculations for payment disbursement
- * Balance Sheet Account Reconciliations
- * Month-end Journal Entries
- * Account activity and variance analysis
- * Strategic Planning & Budgeting compilation and analysis
- * Annual Physical Inventory and Control Transactions
- * Implemented Monthly Cycle Counting & Auditing
- * Weekly KPI / Scoreboard Implementation & Reporting
- * Verified appropriate shipping transactions and procedures are followed
- * Assist BU Controller, Division & Corporate Management, and Operations Managers as needed
- * All aspects of Human Resources Management
- * Payroll

General Manager / Accountant / Human Resources

Midwest - MO

1999 to 2001

- * Oversaw Plant operations

- * Financial Reporting
- * Payroll, A/R, A/P and Invoicing
- * Sales Tax Reporting
- * Fed and State Payroll Tax Reporting
- * Inventory Control
- * Account Reconciliations

Cost Accountant / Payroll Supervisor / Plant Accountant

Candies - MO

1991 to 1999

- * BAAN ERP operating system
- * Produce, manage and maintain Bill of Materials for corporate and logistic companies.
- * Perform all aspects of payroll. Corporate payroll backup.
- * Daily production reports. Inventory control. Analyzed variance reports
- * Purchasing
- * Job Costing
- * Responsible for training new accountants as several facilities
- * Assist plant managers as needed

Deputy County Clerk/Treasurer

Courthouse - TX

1988 to 1991

- State Registrar for Birth and Death Certificates
- Daily cash management of state and local traffic citations
- Issuance of Marriage Licenses
- Assist Treasury Department
- Precinct Election Judge

Education

Associates Degree in Accounting

College

Skills

- Account Reconciliation
- Journal Entries
- JD Edwards
- General Ledger Reconciliation
- Financial Report Writing
- Bank Reconciliation
- Accounts Receivable
- Accounts Payable
- General Ledger Accounting
- Auditing

- Financial Analysis
- Financial Statement Preparation
- Office Management
- Payroll
- Accounting
- Analysis skills
- Communication skills
- Customer service
- Account analysis
- Microsoft Office
- Administrative experience
- Microsoft Excel
- Computer skills
- ERP systems
- GAAP
- Customer service