

Client Name

Address
Email: email@email.com
Cell: +1-999-999-9999

Senior Accountant

Business savvy with an impressive and cross-functional experience of over 13 years in handling a wide array of accounting operations in profit and non-profit industries

An ambitious and profit driven Accountant with significant experience acquired over the years in Finance & Accounts domain. Rich experience in variance analysis, fixed assets maintenance, intercompany and bank reconciliations, B/S account reconciliations, HST/WSIB filing and statistics Canada reporting. Successful record in handling business dynamics and promoting multi-skilled team competencies by deploying evolving management practices. Equipped with strong knowledge of accounting software to produce accurate results. An active team player recognized for taking initiatives to achieve desired business and organizational targets.

Key Strength Areas

- Process Improvement
- Project Management
- Cost Rationalization
- Team Supervision
- Cross-functional Coordination
- Budgeting & Funds Management
- Accounts Payable & Receivables
- Audits & Statutory Compliances
- Reporting and Analysis
- Policy and Procedure Implementation

Professional Experience and Accomplishments

MSB Manufacturing Ltd., Toronto
Senior Accountant

Dec 2010 - present

- Responsible for overall accounts administration including accounts payable & receivables, bank reconciliations, BS account reconciliations, intercompany account reconciliations, month end journal entries, petty cash maintenance and filing of HST/WSIB.
- Diligently monitor the capital asset spending to control the approved limit, and track them in the CMS.
- Coordinate with accounts payable to match capital asset spending with the approved capital asset requisition.
- Ensure proper implementation of accounting policies, principles, tracking systems to manage overall company operations and subsequently achieve huge savings proper planning and management.
- Communicate with the management team to streamline business processes for effective control of the resources of the company.
- Actively involved in preparing cash flow statements, fund flow statements and various other statements, thereby having an effective control on day-to-day cash payments.
- Maintain various Books of Accounts and involved in the finalization of accounts periodically to prepare year-end financial reports, tooling reports, and Canada statistics reports.
- Identify funds generated due to variance between budgeted and actual, communicate with the departmental manager to effectively control funds required for accomplishing various tasks.
- Coordinate with the auditors for smooth conducting of year-end audits; assist in evaluating internal control systems, identifying the flaws and implementing necessary processes to overcome the defects in the existing system.

The Salvation Army (Canada & Bermuda Territory)
Financial Analyst/ Consolidation (Contract)

Aug 2008 - Dec 2010

- Meticulously reviewed financial statements for 120 ministry units.
- Monitored journal entries and coordinated with volunteer bookkeepers and accountants to ensure timely journal entry corrections.
- Responded to various accounting issues raised by the ministry unit and recommended effective solutions.
- Ensured timely filing of taxes of the ministry units.
- Supervised proper reconciliation of all deposit accounts and intercompany accounts.
- Played a key role in consolidating the process of bringing all the ministry units and divisional statements into the THQ statements for the external auditors.
- Recommended changes in accounting policies and processes for improved efficiency
- Successfully handled different projects as assigned.

S-Vox Group of Companies (Media- 5 TV channels including Vision TV)
General Accountant (Non-Profit), 2006 - 2008
Accounts Payable Administrator, 2001 - 2005

2001 - 2008

- Prepared accurate financial statements for the Christian Channel.
- Provided regular cash updates for the Management.
- Handled online bank transfers between the 5 companies and supervised intercompany account reconciliations (between 5 companies).
- Accountable for preparing expense reports, filing GST/HST and coordinating year-end audits
- Managed the full cycle of accounts payables
- Executed special projects as assigned.
- Supervised staffs on accounts operations, and enforced strict quality on account receivables.

Academic and Professional Credentials

Bachelor of Business Administration

Accounting & Information Technology Certificate
Seneca College

Certified General Accountant

Canadian Securities Course
