

## Client Name and Contact Details

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### OBJECTIVE:

Seeking a position as a Corporate Accountant with a growth oriented organization, where my skills, experience and knowledge will be utilized to their full potential.

### PROFESSIONAL PROFILE:

- ◆ CGA
- ◆ Financial Statement preparation
- ◆ Experienced in For-Profit & Not-For Profit Industries
- ◆ Variance Analysis, Forecasting, Assist with Budgeting
- ◆ Fixed Assets Maintenance
- ◆ Intercompany Reconciliations
- ◆ Month End/Year End Closing
- ◆ Lead Year End Audit, Preparation of Working Paper File
- ◆ Bank Reconciliations
- ◆ HST/WSIB filing
- ◆ B/S Account Reconciliations
- ◆ Supervision and Training of staff
- ◆ Stats Canada Reporting
- ◆ Proficient in Excel, Word Accpac, FRX , Access, Great Plains, Masterpiece, Shelby, AS400
- ◆ Energetic, highly motivated
- ◆ Well organized, able to handle multiple assignments, meet tight dead lines
- ◆ Team player, also equally ease at working independently

### EMPLOYMENT HISTORY:

**2010 Dec- MSB Manufacturing Ltd**  
**Senior Accountant**

- Financial Reports
- Variance Analysis, Forecasting
- Assist with Budgeting
- Fixed Asset Maintenance
- Tooling Reports
- Bank Reconciliations/ BS Account Reconciliations
- Intercompany Account Reconciliations
- Month End Journal Entries
- Month End, Year End closing
- Petty Cash Maintenance
- HST/WSIB Filing
- Year End Audit/ Working Paper File
- Supervision of AP/AR
- KPI Reporting
- Statistics Canada Reporting
- Ad hoc Reporting as requested

**2008 Aug- The Salvation Army (Canada & Bermuda Territory)**  
**2010 Dec Financial Analyst/ Consolidation (Contract)**

- Review financial statements of ministry units (responsible for 120units) to ensure information is complete and accurate.
- Provide correcting journal entries.
- Follow up with volunteer Bookkeepers/Accountants to ensure corrections are made on a timely manner.
- Assist/provide recommendations with any accounting issues raised by the ministry unit staff.
- Following up with ministry units to ensure taxes are filed on a timely manner.
- Reconciliation of all deposit accounts/ intercompany accounts.
- Assisting in the consolidation process of bringing all ministry units and divisional statements into the THQ statements for presentation and audit by external auditors.
- Indirect supervision and training of volunteer bookkeepers and accountants at various ministry units.
- Provide assistance and recommendations for the establishment of accounting policies
- Recommending process improvement.
- Ensuring monthly/yearly cut off is met.
- Ad hoc projects as assigned.

**2006- S-Vox group of companies (Media- 5 TV channels including Vision TV)**  
**2008 August General Accountant (Non-Profit)**

- Financial Statements for the Christian Channel
- Variance Analysis, Key Ratio Analysis
- Forecasting, Budgeting, Job Costing
- Daily cash updates for Management
- Bank transfers (online) between the 5 companies
- Intercompany Account reconciliations (between 5 companies)
- Expense Reports, GST/HST filing
- Month End Year End Closing
- Supervision of staff
- Bank Reconciliations
- Special projects as assigned
- Year End Audit Files

**2001- S-Vox group of companies**  
**2005 Accounts Payable Administrator**

- Full Cycle Accounts Payable
- Assist with AR when needed
- Intercompany Account reconciliations
- Expense Reports
- Month End reconciliations
- Bank Reconciliation

**EDUCATION / PROFESSIONAL DEVELOPMENT:**

- **Certified General Accountant**
- **Bachelor of Business Administration**
- **Accounting & Information Technology Certificate**  
Seneca College
- **Canadian Securities Institute**  
CSC

**REFERENCES:** Available upon request