

PETER XXXXXXXXXXXX

XXXX XXXX Road, Silver Spring, MD 20906

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ACCOUNTS MANAGER

- A Certified Public Accountant with 8 years of experience in Financial & Accounts Management
- Experience includes working with schools and other institutions in the capacity of an Accountant. Currently associated with Progressive National Baptist Convention as an Accountant
- Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements
- Hands on expertise on various accounting software like QuickBooks, Peachtree, Church Management Software, Automated Church System, Paychex, FAAS System, Financial Edge and Raiser's Edge
- Proficient in usage of Microsoft Applications (Word, spreadsheet, Access, PowerPoint)
- A team leader possessing outstanding communication, inter-personal skills and excellent multitasking and administrative ability; sharp analytical mind-set

AREAS OF EXPERTISE

Account Management | Financial Control | Payroll Management
Customer Service | General Administration

CAREER PROGRESSION

Accountant, Progressive National Baptist Convention, Inc., 2007 till date
Accountant, Montgomery County Coalition for the Homeless, Inc., 2006 – 2007
Accountant, St. Martins of Tours Catholic Church and School, 2004 – 2006
Accountant, Holy Cross Episcopal Church, 2002 – 2005
Night Auditor, Motel 6, 2001-2002

FUNCTIONAL RESPONSIBILITIES

Finance & Accounts:

- Preparing and maintaining statutory books of accounts, cash books, reconciliation statements and consolidated reports in compliance with time and accuracy norms
- Processing incoming payment and bank deposits, reconciling monthly bank statements
- Finalizing financial statements including Profit & Loss, Balance Sheets, Receivable Statement, Payable Statement, Party Ledger and Bank Accounts.
- Assisting the Controller in preparing financial statement
- Coordinating with internal & external auditors for conducting audits and generating audit reports; managing the cash flow

Payroll Management:

- Timely processing of Payroll System for hundreds of employees and paid the related Federal and State taxes electronically
- Reviewing time cards and preparing biweekly payroll
- Manage payroll related statutory compliance, i.e. TDS, PF, PT, ESIC issuing Form 16 & filing of company's Form 24
- Preparing monthly salaries & Payments

Receivable and Payables Management:

- Maintaining Accounts Payables and vendor files
- Handling Accounts Receivable, incoming payments and bank deposits
- Preparing and issuing W-2s, W-3; 1099 & 1096, 940 & 941 returns

Others

- Providing quality customer service to clients by answering their calls in an effective manner
- Performing secretarial functions of conducting meetings, preparing & filing statutory documents / returns and other general administrative work

EDUCATION

MBA (Finance) Strayer University, Washington, DC	2010
Certified Public Accountant Candidate The State of Delaware (NASBA)	2009
Bachelor of Science in Accounting Strayer University, Washington, DC	2005
Diploma in Accounting Strayer University, Washington, DC	2003
