

Senior Accountant

Experienced senior accountant with expertise in loan reconciliation, GAAP, variance analysis, management of multiple accounts, sharp attention to detail, accuracy, financial recovery, and timeliness. Proven track record, proficient, and experienced representing the accounting department with cross-functional teams working for Maryland's largest credit union and other large financial institutions. Skilled in cross-training accountants. Additional experience as treasurer and small business manager. Expertise working in financial, healthcare, banking, credit card, and mortgage industries.

SKILLS: Oracle, Prologue, The Complete Credit Union System (TCCUS), Monarch, Access, Quickbooks, Ms Excel, Pivot tables, VLookup, Print macros, MS Word, MS Outlook

EXPERTISE:

Variance Resolution	Financial Statements	Balance Sheet Reconciliations	Accounts Receivable
Auditing	Journal Entries	Process Improvement	Accounts Payable

Senior Accountant and Staff Accountant Contractor

2014 - 2017

Senior Accountant contractor with Carefirst BlueCross BlueShield, Owings Mills, MD, and with Sinclair Broadcasting, Hunt Valley, MD and Staff Accountant contractor with Global Payments, Owings Mills, MD

- Conducted reconciliations for National Accounts Division to determine which healthcare entities owed funds to and which were owed funds from BC/BS Maryland.
- Prepared Oracle journal entries on cash and wire accounts to ensure end of month balance.
- Prepared income statements and balance sheets for real estate investments and equity holdings.
- Prepared reconciliations and journal entries for Chargebacks and Merchant Payables for U.S. division of Global Payments.
- Prepared cash reconciliation and journal entry for Great Britain Pound for U.K. division of Global Payments.

State Employee Credit Union of Maryland (SECU), Linthicum, MD

1999 - 2014

Senior Accountant – Loan Reconciliation Analyst , 2005 - 2014

- Prioritized and performed 30 day mandatory general ledger account reconciliations for multiple accounts.
- Analyzed historical data to identify variance and resolve discrepancies with various departments.
- Prepared entries to correct general ledger account balances in accordance with established procedures and company policies and submitted entries to comptroller for financial statements.
- Developed procedural documentation to facilitate seamless workflow and transition of responsibilities,
- Represented the Accounting Department at meetings.
- Established and maintained relationships with key SECU leadership, colleagues, and vendors.

Promoted from Staff Accountant II – ATM Specialist , 1999 – 2005

- Performed reconciliation of ATM transactions including member use of non-SECU ATMs, remote cash vaults for seventy (70) ATMs, and bank accounts for ATMs.
- Wrote procedures for Monarch software to improve efficiency and reduce staffing.

OTHER EMPLOYMENT

VISA International – Senior Accountant, KPMG – Staff Accountant

EDUCATION AND LICENSURE

MBA, Finance, Loyola College Sellinger School of Business, Baltimore, MD
BS in Accounting, Cum Laude University of Maryland, College Park, MD
Certified Public Accountant