

OBJECTIVE To obtain a staff accountant position in which my current analytical and technical skills and my experience in accounting can be fully utilized and expanded

EDUCATION

Accounting credits to sit for CPA exams, 2007-2008

Eastern Connecticut University, Connecticut (GPA: 4.0)

Three Rivers Community College, Connecticut (GPA: 3.79)

Master of Business Administration, 2006

San Francisco State University, California (GPA: 3.22)

Bachelor of Arts, English Literature, 1996

Petra Christian University, Indonesia

PROFESSIONAL CERTIFICATION AND ORGANIZATIONS

Successfully passed all 4 parts of the Connecticut CPA exam August - October 2008

Pledge Member of Connecticut Society of CPAs

PROFESSIONAL EXPERIENCE

Regnier, Taylor, Curran & Eddy, Attorneys at Laws

Hartford, CT

Feb 2006–Present **Staff Accountant**

- Analyze and reconcile IOLTA accounts for clients from \$1,000 to \$400,000
- Calculate and prepare reimbursement for client settlements
- Negotiate past due client bills and track client bills to ensure payment processing
- Prepare bank reconciliation
- Responsible for accuracy of accounts receivable and accounts receivable collection
- Oversee billing preparation and processing
- Prepare and reconcile monthly cash receipts
- Assist in purchasing office equipment
- Reconcile asset records for taxes
- Perform other accounting duties

Corlett, Skaer and DeVoto Architects, Inc

San Francisco, CA

Jun 2005–Sep 2005 **Staff Accountant**

May 2001–May 2005 **Assistant Accountant**

- Supervised junior staff for accounts payable, journal entries, bank reconciliation, cash receipts, in-house expenses, employee expenses, account analysis, assets, purchase orders, timecard processing and check processing
- In-Charge of payroll for 60 employees using ADP payroll system
- Prepared journal entries and reconciled general ledger; prepared monthly financial statements, utilization reports and time analyses
- Preparation of quarterly and year-end budgets
- Monitored and tracked cash book
- Processed consultant payments
- Assisted in negotiations for purchasing and insurance renewals
- Main support person for Human Resources
- Assembled and provided 401(K) data to external administrator
- Prepared, processed and reconciled vendor invoices and payment

- Processed employee expense and reimbursement accounts
- Processed cash receipts
- Maintained fixed asset records
- Responsible for journal entries, bank reconciliations, accounts analyses
- Prepared company purchase orders
- Processed time charges
- Prepare Fiscal year-end reports and assisted in Year End financial planning, and San Francisco City Property Tax preparation

COMPUTER SKILLS & LANGUAGES

- Expert in Microsoft Office, i.e. Excel, Word, Access, PowerPoint, Outlook
- Designed an Access-based database for tracking company projects
- Skilled at Deltek-Advantage Accounting Software
- Skilled at Rainmaker Accounting Software
- Knowledge of QuickBooks
- Fluent in Indonesian language

COMMUNITY SERVICE

EITC/VITA Volunteer

Eastern Airlines Silverliners "Fantasy Flight to the North Pole" holiday party volunteer

REFERENCES UPON REQUEST