



Career Portfolio provided by Beyond.com

senior accountant

Member Number: 8380594

San Jose, CA 95134

Portfolio: <http://www.beyond.com/people/8380594>

Professional Information

Job Function: Education, Training, & Library, Public Utilities & Services, Public Relations

Education: Post Graduate Degree

Experience: 5 – 10 Years

Employment: Full-Time

Salary: \$70-100k

Security Clearance: Active Secret

Citizenship: H-1 Visa

Resume

PROFESSIONAL EXPERIENCE:

Sep *** 'C BARTON MINES GROUP

Present Senior Accountant

***A waterjet abrasive company located in Glens Falls, New York with approximately *** ***employees

Responsible for financial/accounting activities related to Barton International Inc and Barton International (Australia) Pty Ltd. (Referred to as BII and BIA, located in Australia)

Responsible for preparing, reviewing, and presenting BII/BIA financial statements;

Forecast cash needs and communicate with CFO and accountant in Australia ;

Prepare, analyze and report BII annual budget;

Review sales tax returns;

Manage Capital Expenditures / Fixed Asset system

Implement paperless CapExp process for approval, budget, tracking, reporting, reviewing;

Monitor spending on individual project basis;

Develop and maintain tracking reports;

Create return on investment (ROI) reporting for capital expenditure projects.

Maintain proper costing for all inventories including finished goods at *** satellite warehouses; Control all supplies inventory; Conduct cost analysis for all inventories and report to management.

-Develop, implement and manage cycle count processes for all inventories.

Sep *** 'C XEROX LITIGATION SERVICES

Sep *** Accountant

Document discovery company, previously known as Amici, LLC, which was acquired by Xerox Corporation in July *** for \$***M with about *** employees

Maintain accurate, timely and reliable accounts payable data; direct contact with vendors and Xerox headquarter;

Prepare journal entries for leases, investigate variances and resolve issues as they arise ; Communicate with finance institutions ;

Maintain fixed assets and prepaid expenses including monthly allocation entries;

Serve on special projects, including sales tax; summarize billings for year by category; serve as liaison to auditors; serve as team member on acquisition related projects;

Prepare journal entries for billing, interface with client management teams on outside work to ensure accurate bills.

May *** ``C LITERACY VOLUNTEERS OF GREAT RENSSELAER

July *** Bookkeeper

Non-profit organization provide literacy assistance to the public, about *** employees

In charge of all the financial functions within the organization, including accounts receivable, accounts payable, banking checks, deposits, reconciliation, grant fund administration, expenses allocation and fixed assets;

Communicate with the Director, outside vendors, grant leaders and volunteers.

Dec *** ``C INTERGEN (PUTIAN) ELECTRIC POWER MAINTENANCE CO., LTD.

Jul *** Accountant

Project Management company of a ***MW coal-fired power plant, total investment of \$***M, about *** employees.

Maintain and reconcile general ledger including monthly bank reconciliation and asset pledging entries, amortization schedules, accounts receivable, billings and collections, employee reimbursements, inventory control and accounts payable;

Prepare month/year-end closing including consolidation reports;

Define, analyze and evaluate financial data and advise management on data interpretation as it relates to sales and use tax compliance;

Conduct cash flow analysis, deal with multi-currency transactions;

Perform cash calling including prepare cash reports and communicate with local banks, Global Agent and Independent Engineer;

Manage audit engagements as required;

reviews support documentation to ensure it meets internal standards;

Serve as a project leader; plan project approach, determine sources of data; design and originate reports. Conduct and document complex projects and make recommendations & presentations to management.

Aug *** - FUJIAN SINO-JAPAN METAL CORPORATION

Sep *** Cost Accountant

Manufacturing company of TIN, total investment of \$***M, capacity: ***K ton/year, about *** employees

Manage the site cost accounting, inventory control, variance and reserve analysis;

Provide detailed product costing analysis and support business plan by leading analysis functions;

Ensure monthly accounting entries are accurate;

Forecast spending budgets, develop trend analysis;

Established and maintained Internal Cost Control System;

Translated LC related documents for Sales Department.

EDUCATION:

May *** UNIVERSITY AT ALBANY, SUNY

***Master of Science, Accounting and Information System

July *** HEFEI UNIVERSITY OF TECHNOLOGY

Bachelor of Science, Accounting

COMPUTER SKILLS:

Proficient in Excel, Word, Macola, Quickbooks, Provantage, Strong analytical skills. Ability to handle multiple projects simultaneously. Detail-oriented, willing to learn, committed to doing the job right. Strong work ethic, high personal performance standards. Excellent math and logic skills

LANGUAGE:

***Fluent in Chinese, English, and Japanese