

Michael Russell
264, Mountain Street,
Newark, Delaware - 19716
Contact: (920)487-2068
Email id: michaelrussell@gmail.com

Career Objective:

Extensive skills in project accountancy with specialization in project contracting and billing process seeks to work for a growing organization to hone skills.

Summary of Qualifications:

- Extensive knowledge off generally accepted accounting principles (GAAP)
- Thorough knowledge of the project billing process
- High level proficiency in using relevant computer applications like word processing, accounting software and spreadsheets
- Special Knowledge of Vision 5.1 Software
- Extensive knowledge of the standard contract terms
- Excellent communication and interpersonal skills
- Proven ability to work under stressful situations efficiently and meet deadlines
- Ability to work with equal efficiency independently as well as in a group

Professional Experience:

Chief Project Accountant

Franklin Brothers Inc., Newark, DE
May 2013 - present

Duties and Responsibilities

- Communicating with the Project Manager effectively and discussing issues related to change orders, contract documents and contract modifications and extra service related billings
- Preparing final invoices for the billable projects and sending them for the approval of the Accounting Supervisor
- Evaluating and pursuing opportunities to maximize client billing
- Coordinating with the management staff members for future project planning
- Calculating the profit and performance and checking if the figures match with the estimated ones in the budget

- Suggesting cost effective initiatives to the company management
- Preparing the financial statements for the company

Associate Project Accountant

Apex Group of Industries, Newark, DE

May 2011 - April 2013

Duties and Responsibilities

- Preparing budget for various projects undertaken by the company
- Coordinating with the project manager and planning the progression of the project and modifications in the project budget if any
- Verifying project expenditures and making sure that they comply with the company policies and procedures
- Adhering to the generally accepted accounting principles

Education:

- Masters Degree in Business and Accountancy*, Delaware University, Newark, DE, 2010
- Bachelor of Science in Accountancy*, Delaware University, Newark, DE, 2008

Reference:

On request.