



Career Portfolio provided by Beyond.com

Billing Specialist, Staff Accountant

Member Number: 13215478

Washington, DC 20012

Portfolio: <http://www.beyond.com/people/13215478>

Professional Information

Job Function: Accounting & Finance

Education: 4-Year College Degree

Experience: 15 – 20 Years

Employment: Full-Time, 1099 Contractor

Salary: \$50-60k

Security Clearance: None

Citizenship: U.S. Citizen

Resume

EDUCATION

Bachelor of Science - Accounting*** *** May ***
South Eastern University*** Washington, D.C.

SKILLS

Over *** years experience in Finance & Accounting including:

- Project Management
- Cash Management
- Government Contracts
- Forecasts and Budgets,
- Cost/Revenue Trend Analysis
- Payroll
- Federal and Multi-State Tax
- Financial Reporting
- Knowledge of SOX compliance for internal controls
- Proficient in Microsoft Office Suite; JD Edwards; Deltek Cost Point; Deltek System 1; Deltek GCS Premier; Momentum; STARS; Platinum; Peachtree; QuickBooks; and Lotus Notes.

SECURITY CLEARANCE

Secret Clearance*** ***

US Army National Guard***

Interim Secret*** ***/**/**

US Agency for International Development

PROFESSIONAL EXPERIENCE

Budget Analyst Consultant*** ***/** - ***/**

Through GeoLink Partners LLC

Client: US Department of Agriculture

APHIS, RMS

Responsible for developing cost proposal submissions for the Department of Agriculture which include: reviewing budgets based on technical scope of work, managing deadlines, reviewing detailed budget narratives and supporting country offices, technical teams and program development in response to department requirements regarding costs.

- Develop and analyze budgetary and expenditure requirements as required by department.
- Coordinate budget development efforts with relevant field offices, departments
- Develop budget templates and other tools where needed.
- Consult w/ program teams to ensure that budget adjustments are made in accordance w/ program changes.
- Respond to ad-hoc financial matters from program and technical staff
- Working knowledge of cooperative agreements & contracts, including IQC, T&M, FFP & cost reimbursement

Billing Staff Accountant*** ***/** - ***/**

The CW Group Inc.

- Managed contract billing procedures.
- Updated billing system with new contract information.
- Prepared semi-monthly and monthly invoices for CPFF, T&M, and FFP contracts.
- Prepared final invoices.
- Managed Accounts Receivable.
- Posted semi-monthly invoices to the job cost and subsidiary ledger.
- Posted daily cash receipts to Accounts Receivable and subsidiary ledger.
- Monitored and updated Accounts Receivable aging.
- Responsible for collection activities such as sending follow-up inquiries.
- Filed and maintained invoice files.

- Maintained accurate records and control reports.
- Processed month-end closings.
- Verified and reconciled revenue and unbilled Accounts Receivable.
- Used automated accounting system for revenue and unbilled activities.
- Prepared Job Cost Reports.
- Prepared Labor Distribution Reports.
- Reconciled Job Cost to billing.
- Reconciled Job Cost to labor distribution.
- Prepared monthly cumulative T&M reports.
- Prepared monthly revenue by state report.
- Prepared monthly Accounts Receivable aging report.
- Reconciled A/R aging to general ledger.
- Reconciled job cost ledger to general ledger.
- Assisted with the annual DCAA Incurred Costs Submission.

Temporary Accounting/Finance Consultant*** ***/** - **/**

Robert Half International Staffing/Accountemps

- Utilized Deltek GCS Premier Accounting software and MS Excel to reconcile general ledger accounts, bank accountants, and to audit contracts released for close-out.
- Performed financial tasks on assignment for various government and commercial contractors such as: G/L Reconciliation Accountant, Contract Close-Out Administrator, etc.

Financial Analyst Consultant*** ***/** - **/**

International Business Machines (IBM)

- Managed finance and accounting projects for federal government clients.
- Created bi-weekly and monthly billing invoices to government client.
- Carefully created, analyzed, and interpreted budget vs. actual spending.
- Set-up cost and revenue budgets to strategically forecast cost and estimate revenue throughout each contract period of performance to inform executive management and staff of current month trends.
- Initiated and monitored contract funding requests and contract closeouts to ensure projects ran consistently and within scope of contract.
- Assessed and projected cash burn rates.
- Set-up project estimates for completion, project codes, direct labor and sub-contractor labor bill rates and other direct cost accruals.
- Extracted and summarized ledger account data using MS Excel for use by executive management in decision making procedures.
- Processed journal entries and analyzed project summary reports to determine any project abnormalities.
- Proactively coordinated meetings to inform project managers on current finance issues and assisted in resolving each issue in a timely manner.

- Established an excellent rapport with consultants on continued projects with the organization.
- Gained knowledge of Earned Value Management.

Accountant GS - 9/***** ***/*** _ ***/***

US Agency for International Development

- Performed full service accounting for small number of field offices/projects including: evaluating funding requests, assessing and projecting cash burn rates, setting up project codes, processing journal entries, reviewing field reports, preparing advance account reconciliations, processing accounts payable transactions, and billing & collecting on outstanding advances.
- Assisted programmatic staff with financial management of projects through monthly meetings and reviewing outstanding accounting issues, evaluating budgets vs. actual spending, projecting project spending, assisting with project budgets and pipeline analyses as needed.
- Conducted training in US Treasury Fund Account in the field and at headquarters, as required.
- Worked closely with grant/contract administration, program, and field staff.
- Coordinated and prepared USAID financial reports.
- Coordinated with grants/contracts regarding outstanding funding issues.
- Consistently met month-end reporting requirements to include reviewing month-end reconciliations.
- Responded to internal and external inquiries in a timely and professional manner.
- Assisted with special projects.
- Provided professional accounting advice by assisting and counseling USAID managers.
- Performed analysis and reconciliation of general ledger accounts making adjustments as needed.
- Reconciled subsidiary ledgers to general ledger by appropriation and ensured resolution of unbalanced accounts.
- Continuously analyzed and reconciled transactions made in the Momentum and Phoenix Financial Management systems.
- Prepared corrective entries reflecting appropriate accounting information in accordance with legal requirements.
- Analyzed portions of existing accounting system.
- Applied principles, techniques, and theories of accounting when performing transactions.
- Monitored internal control and participated in management control planning and review; addressed audit and audit recommendations.
- Generated clear and concise procedures for use throughout agency.
- Troubleshoot and resolved problems within existing accounting system.

Staff Accountant*** ***/*** _ ***/***

The LEADS Corporation

- Utilized Deltek GCS System to manage accounts payable and billing for direct and indirect labor and expenses.
- ***% of Deltek billing included Firm Fixed Price and Time & Material contracts.
- Managed set-up of new contracts and entered modifications to increase contract funding.
- Handled set-up and maintenance of new business and contract files.
- Handled set-up and maintenance of Organizational Breakdown Structure.
- Ensured match of monthly cost and revenue.
- Created and processed monthly bank reconciliation.
- Reconciled Contract Revenue Summary monthly and at year end in conjunction with auditor.
- Processed payroll including: entering time sheets, analyzing payroll labor distribution, and updating monthly labor distribution reports.
- Processed federal and multi-state taxes.
- Prepared and updated company ***K bi-weekly.
- Processed and posted daily cash receipts and printed vendor checks.
- Generated monthly journal entry for One-Percent Industrial Funding Fee on three GSA schedules.
- Created analysis for and maintained monthly revenue trend reports and project reconciliation using MS Excel.
- Analyzed actual vs. budget cost and revenue.
- Analyzed unbilled Accounts Receivable.
- Supervised cash receipt clerk.
- Created and maintained Excel spreadsheets for tracking of cash receipts.

Billing Specialist*** ***/*** _ ***/***

Porter Novelli Inc.

- Prepared project billing for *** clients accurately and timely.
- Examined and processed Project Status Reports (PSR) and spreadsheets to determine amount of outstanding revenue including labor and expenses.
- Assisted in satisfying company revenue accrual.
- Updated, tracked, and maintained budget spreadsheets with monthly estimates from PSR to ensure budget included accurate record of client cost.
- Included monthly estimates in budget prior to distribution to Project Managers and determined actual amount to be billed subsequent to distribution.

- Audited and examined changes against PSR to determine adequate labor availability for transfer and accuracy of expense amount.
- Created and maintained company retainer bills indicating overage or inadequate amounts and unbilled charges for current month.
- Searched Cost Point Deltek, maintaining open billing detail, per project to hold items not being billed during current billing cycle and removed items to be billed from hold.
- Managed set-up of new business projects in CostPoint for future billing.
- Wrote-off specific labor and expense as indicated by controller.
- Calculated company 5% mark-up based on labor.
- Processed journal entries for expenses to be moved from project-to-project.
- Loaded labor and calculated expenses ensuring only authorized charges annotated on billing invoices.
- Printed invoices using CP reports interfaced with Cost Point Deltek in final for mailing to vendors.
- Created and maintained various reports indicating actual write-off amount.
- Maintained professionalism during daily communication and interaction with company executives, account managers, and clients.
- Researched and resolved account billing discrepancies.
- Filed and maintained bill copies for account managers and clients.

Accounting Technician*** ***/** - ***/**

U.S. Department of Justice

- Received hands-on experience with all functions pertaining to A/P.
- Processed over *** contracts, purchase orders, and travel vouchers per month.
- Obligated, certified, and transmitted funds for payment via check or wire transfer.
- Handled set-up and maintenance of official files for contracts, purchase orders, utility bills, and travel vouchers.
- Handled set-up of accruals for utility bills monthly.
- Generated statement of disbursement report daily to reconcile posted payments.
- Performed account reconciliation for purchase orders and contracts monthly.
- Ensured payments posted in accordance with *** Day Prompt Payment Act.
- Responded promptly to vendor requests for proof of payment.
- Served as Principal Cashier for Imprest Fund totaling \$***K.
- Prepared weekly reconciliation and replenishment of Imprest Fund.
- Trained and supervised two Accounts Payable clerks in reconciliation and replenishment of Imprest Fund.
- Ordered, distributed, and maintained employee transportation subsidy for Metro checks totaling ***, **
- Prepared journal entries and assisted in preparation of financial statements and reports.
- Assisted in researching and gathering data for audits.
- Trained new accounting technicians in all aspects of A/P functions.