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# ROBERT SMITH

# Lead/Assistant Accountant

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

#### SUMMARY

A motivated professional with experience in accounting and finance, has demonstrated success in: Ad-Hoc Reporting Inventory Analysis Streamlined Billing Presenting to Upper Management Accounts Payable and Cash Reconciliation Online Procurement Migration Supplier Relations Project Management Reconciliation Credit and Refund Processing.

#### SKILLS

Marketing Research, Marketing Strategy, Management, Accounting, Creative Problem Solving.

#### WORK EXPERIENCE

# Lead/Assistant Accountant

ABC Corporation - 1997 - 2003

- · Collaborated with the Controller to ensure effective cash flow management.
- Managed e-procurement website including updating reference documents, monthly reporting, maintaining links and improving overall appearance.
- Initiated, designed and assisted with the implementation of e-procurement system for online generated orders, spending, and open orders reporting.
- Improved inventory count accuracy by coordinating reconciliation with purchasing and warehouse.
- Designed and configured the e-procurement system for indirect materials ordering system to
- streamline order volume and capture cost savings for a better negotiated contract.
  Generated and analyzed month-end financial reports for capital control measurements and presented financial data to the site finance controller Planned with internal and external audits;
- Performed and utilized strong attention to detail and accuracy to prepare accounting statements and analyze reports.

### Assistant Accountant

Delta Corporation - 1992 - 1997

- · Filing accounts, front desk personnel, read bank statements.
- Prepared, reviewed and submitted employee and executive expense reports in USD, as well as, many other foreign currencies.
- Supported the CFO in the preparation of certain financial applications; Bonding and Credit etc.
- Entered invoices daily into weekly cash flow report and cross-checked with purchasing department to ensure the proper approvals had been obtained.
- Used Peachtree to estimate accounts receivable and accountants payable.
- Provide product numbers to 80 different products; made reorder easier for customers Maintain shipping, receiving, and production records and files.
- Processed payrolls, payroll taxes and quarterly tax filing reports.

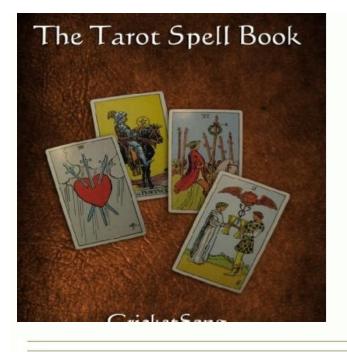
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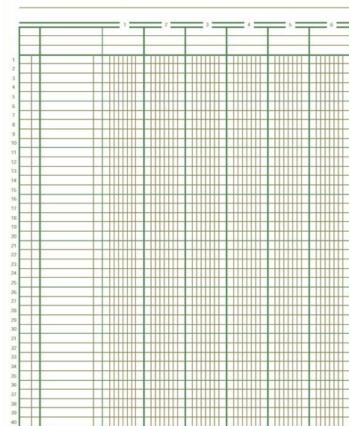


# CERTIFICATION

We certify, to the best of our knowledge and belief, that:

- 1. The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported standard assumptions and limiting conditions and the special conditions, and are our personal, unbiased professional analyses, opinions, and conclusions.
- We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved.
- 4. Our compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
- The undersigned certify that the appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
- Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Uniform Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, Alfred L. Watts, MAI, SRA has completed the requirements under the continuing education program of the Appraisal Institute.
- In accordance with the Competency Provision of the Uniform Standards of Professional Appraisal Practice, we certify that our knowledge and experience are sufficient to allow us to competently complete this appraisal unless stated otherwise in this report.





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Personal finance software typically works by collecting your personal data, linking the software to your financial institution, investment accounts, and credit cards, and then helping you set up your financial goals. The most basic version lets you file your set abudget, offer tips and investment advice, and send out bill pay and savings goal reminders. Sign Up Now Personal Capital allows you to manage all your financial accounts in a single platform. If you use it and it's helping, then it's typically worth the relatively low cost. We researched and reviewed many personal finance applications and chose our top eight personal finance software options based on price, variety of features, the types of financial goals they help you meet, company reputation, and more. While it's one of the pricier tax preparation tools, it's also consumer-friendly, walking you through your tax preparation to help you accurately file your tax return. Other software charges an annual \$35 fee, and software that focuses on investing charges a flat rate of 0.5% of managed assets. Sign Up Now You Need a Budget, or YNAB, is a personal finance software that's aimed to help you improve your financial literacy as you manage your monthly budget. Sign Up Now Having been around for several decades, Quicken is one of the most established personal finance software on the market. You can keep tabs on how you're tracking toward your monthly budget and take action if you're overspending. So take a look and get your finances in order in no time. Entering your tax information is fairly simple—you can import your W-2 information from your employer or take a picture of it and the software will transfer the information into the form. Once you've spent that \$100, that's it. Mint is free to download and use on iOS and Android devices, as well as desktop. Paid versions of TurboTax include a feature to help you uncover deductions you may not have known were available to you. Some software offers basic features with free and paid versions. So, if you budget \$100 for gas for the week, you place that amount in a "gas" envelope. You can have the software pull in your spending and pinpoint areas where you can cut back to improve your finances. The software automatically links to your bank account, integrating your spending information for analysis and budget tracking. We recommend the best products through an independent review process, and advertisers do not influence our picks. Presented by staff of the International Monetary Fund whoprovide advice to countries on their PFM institutions and reform plans, the course provides a practitioner's view to PFM starting with what PFM is, and why it is important. We may receive compensation if you visit partners we recommend. Personal finances of how governments should manage their money, and deliver public services. The basic version starts at \$5.97 per month, and you can try Mvelopes for 30 days for, free when you enroll in the premier plan at \$9.97 per month. Throughout the course, you will have the opportunity to engage with fellow participants from around the world, and with course staff through the discussion forum. Sign Up Now If you're a DIY investor looking for low-cost access to a financial advisor, FutureAdvisor is a great option. Mvelopes will help you create a budget and set up your "envelopes." The software tracks your spending and shows you what you've spent from each envelope to keep you on budget throughout the month. You can use the software to manage various aspects of your financial life from budget creation to debt tracking, savings goals, and even investable assets. If you've used TurboTax in previous years, the software will remember your personal information and ask whether there have been any major changes. Of course, your budget for personal finance software matters, too. Choose the financial goals that are most important to you, then add your bank accounts, nortgage, and other credit accounts, plus your investment accounts, to have your complete financial picture right in front of you. Assessments in each course module will test your understanding. Sign Up Now Mint is one of the most popular budgeting and expense tracking tools. Personal finance software varies in features, functions, and costs. You can even use it to track the value of your assets to have an accurate calculation of your total net worth. On the higher end, TurboTax Live connects you with a tax expert to give you personalized advice and answer questions about your tax return. Once you've broken down your budget, you put that amount of cash into different envelopes. Quicken offers a 30-day money-back guarantee. The investment software provides personalized recommendations to help you diversify your portfolio, which you can follow or not follow as you see fit. Use the software to tell whether you're on track with your retirement and other investment goals. If you've set up budget categories, Mint will give you real-time information about the amount you can spend on things like food and gas. While you can use TurboTax on the web, you can also download the software to your device for added security. The app is robust enough to manage both your personal and business expenses and even handles property management functions like rental payments from tenants. Choosing the best personal finance software depends on your current financial needs. You can choose different software for different goals. This IMFx course is designed to strengthen participants' abilities to assess why Public Financial Management (PFM) is important; and how it supports macroeconomic stability, economic growth, and the achievement of the Sustainable Development Goals. Our list of the best personal finance software includes free and paid options to suit a variety of financial advisors are obligated to provide you with advice that works in your best interest. Some personal finance software can help you master budgeting and expense tracking, while others can help with investment portfolio management. Sign Up Now Tiller Money lets you see all your money in one place by automatically updating your checking, credit card, loan, investment, and other account data into a customizable Google Sheet or Excel template. It may help you stick to a budget and save money or manage and track your investments and gain money. These features help you avoid expensive fees on late payments and overdrafts from your bank account. The IMF's online learning program receives financial support from the Government of Japan. Personal finance software and apps can help you master the basics, become more efficient at managing your money, and even help you discover ways to meet your long-term financial goals. The service costs \$79 per year or \$6.58 per month, but you can take advantage of the 30-day free trial to decide whether it's right for you. If you have a portfolio of more than \$100,000, you can get personalized financial advice based on your goals. YNAB offers a 34-day free trial that allows you to use the software while you decide whether it's right for your personal finance goals. FutureAdvisor manages the assets, billed quarterly at 0.125%. When you transfer your assets into the account, FutureAdvisor works to consolidate them into accounts with its partners, Fidelity or TD Ameritrade. It'll also send you daily emails with a summary of your recent transactions and balances. Personal financial goals. During the lectures, presenters will use examples from countries at different stage. of economic development. For more accountability, Mint allows you to set up alerts for things like due dates and low balances to keep you on track. Over five parts, the course modules cover all stages of the budget cycle, and discuss key concepts from budget preparation, to government accountability in budget execution, and reform implementation. One of the more advanced features includes bill paying, which allows you to set up payments for your bills right from the United States Agency for International Development (USAID). If you have multiple accounts—as most of us do these days—using Personal Capital can save you from having to switch between multiple screens to understand where you stand. The full software is \$14.99 monthly or \$98.99 annually. Even if you're not quite ready to take advantage of the financial advisor, you can use Personal Capital to track your finances and investments in one place. Other software helps you meet more complex financial goals and charges monthly fees. The software starts at \$35.99 per year and is available for Windows, MacOS, iOS, and Android. You will explore these topics through video lectures, relevant readings, and testimonies from senior policy-makers and civil society. If you've been struggling with bad financial habits, YNAB can help you break those through a few basic financial management rules. Sign Up Now You may not necessarily need TurboTax to manage your finances throughout the entire year, but when it's tax time, the software provides you with tutorials that will help you tackle some of the tougher financial topics. Personal finance software typically costs between \$5.97 and \$12 per month, or you can pay annually for a discounted rate.

The GRI Standards enable any organization – large or small, private or public – to understand and report on their impacts on the economy, environment and people in a comparable and credible way, thereby increasing transparency on their contribution to sustainable development. MissouriBUYS is a secure, user-friendly, web-based statewide eProcurement system implemented by the State of Missouri with its partner, Perfect Commerce (a PROACTIS Company), using their WebProcure application. MissouriBUYS is a one-stop shop for procurements by state government agencies and includes vendor (self-service) registration and profile updates, solicitations (both ... Also available for download are the pdf versions of the historical Code of Professional Conduct. ... Visit Financial Management magazine. Visit the The Tax Adviser. Visit the AICPA Insights blog. Membership. ... (Using Content in the Online System as of August 31, 2016) December 15, 2014 (Using Content in the Online System as of June 21, 2016) What Is the Triple Bottom Line? In 1994, author and entrepreneur, John Elkington, built upon the concept of the triple bottom line (TBL) in hopes to transform the current financial bottom

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