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ROBERT SMITH
Lead/Assistant Accountant

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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.
2. 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.
3. 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.
5. The undersigned certify that the appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
6. 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.
7. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
8. 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.
9. 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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