
Contract Accountant Resume

Job Objective

To obtain a Contract Accountant position with a reputable organization.

Highlights of Qualifications:

- In-depth Knowledge of accounting processes and GAAP (Generally Accepted Accounting Principles)
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
 - Exceptional ability to prepare financial and auditor statements, schedules and reports
 - Excellent skills in analyzing and evaluating complex data and information
 - Remarkable ability to review and verify accuracy of data
 - Strong experience with PeopleSoft, General Ledger System applications
 - Strong written and verbal communication skills
 - Excellent analytical, problem solving and organization skills
 - Trustworthy individual with strong ethics and integrity
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Professional Experience:

Contract Accountant, August 2005 – Present
The Winter, Wyman Companies, Dallas, GA

- Prepared and followed collection complex billing documentation in accordance with contractual terms with invoice creation via SAP.
- Reconciled billing plans to appropriate ledgers and cumulative contractual information adhering to applicable contractual escalation formulas.
- Utilized SAP to prepare and process accounting reconciliations.
- Provided information to explain period to period actual variance analysis.
- Prepared and posted non-standard project journal entries.
- Assisted in scheduling to maintain annual audit and special audit requirements and financial information.
- Applied policies and procedures, cash flow forecasting and facilitated research of basic technical accounting financial questions.
- Assisted in general ledger closings and processing.

Contract Accountant, May 2000 – July 2005
CHS Corporate, Dallas, GA

- Created new accounts and monitored and analyzed spending rate distributions and other changes in net assets.
 - Maintained accounts according to donor wishes regarding temporary and permanent restrictions and provided accurate and timely reports.
 - Ensured monthly and quarterly annuity payments accurately, and managed to make actuarial adjustments at year-end.
 - Recorded all stock gifts journal entries, gain and loss on sale of stock gifts, and maintained records accordingly.
 - Administered accurate, complete, and timely financial budgeting, reporting, account reconciliation and analysis.
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Education:

Bachelor's Degree in Finance, Florida Atlantic University, Boca Raton, FL

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