

Richard Anderson

<p>OBJECTIVE:</p> <p>Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized.</p>	<p>EXPERIENCE:</p> <p>2000 – Present <i>Accounting Assistant</i> Glen Dara Construction Co., Cambridge, MA</p> <p>Performed accounts payable functions for construction expenses. Managed vendor accounts, generating weekly on demand cheques. Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable. Created budgets and forecasts for the management group. Ensured compliance with accounting deadlines. Prepared company accounts and tax returns for audit. Coordinated monthly payroll functions for 200+ employees. Liaised with bankers, insurers and solicitors regarding financial transactions.</p> <p>1997 – 2000 <i>Accounting Assistant</i> Stonepark Web Design Inc., Boston, MA</p> <p>Managed accounts payable, accounts receivable, and payroll departments. Generated budgets and forecasts on a quarterly basis and presented to the management team. Reported on variances in quarterly costing reports. Prepared annual company accounts and reports. Administered online banking functions. Reduced credit period from 90 days to 60 days. Managed payroll function for 140 employees. Monitored and recorded company expenses.</p> <p>1995 – 1997 <i>Administrative Assistant</i> Lancer Industries, Copley, Boston, MA</p> <p>Performed general office duties and administrative tasks. Prepared weekly confidential sales reports for presentation to management. Managed the internal and external mail functions. Provided telephone support. Scheduled client appointments and maintained up-to-date confidential client files.</p>
<p>CAREER PROFILE:</p> <p>Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of projects, effective at multi-tasking.</p>	
<p>COMPUTER SKILLS:</p> <p>Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional.</p>	
<p>EDUCATION:</p> <p>BS in Computer Science: Boston College, Boston, MA 1999 – 2001</p> <p>BS in Accounting Boston University, Boston, MA 1992 – 1995</p>	