**Jack R. Mason**

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**Job Objective:**

Experienced, skilled and highly motivated accounting professional looking for the position of Accounting Reconciliation Specialist to use my knowledge for assessing balance sheets, reviewing financial reports, and performing timely reconciliations.

**Summary of Skills:**

* Sound knowledge of accounting principles, GAAP, and financial analysis methods
* Comprehensive experience of preparing financial documents, conducting audits, and performing various accounting duties
* Expertise in creating data extracts for ad hoc reporting by applying advance Excel formulas
* Proficiency in MS Office, and advanced accounting software
* Capable of reviewing monthly account reconciliations, and liaising with various departments to ensure accuracy of the financial for creating accurate reports
* Familiar with federal standards, and regulations concerning auditing process
* Strong organizational and communication skills

**Work Experience:**

Assistant Reconciliation Accountant

Hovoine Incorporation, Birmingham, AL

March 2016 – Present

* Ensuring that the cash amounts in the company's accounting ledgers are according to the monthly bank statements
* Performing reconciliations related to cash and check by reviewing the records for monthly transaction report
* Performing balance sheet reconciliations for the company, and maintaining a fixed asset register to keep the information updated
* Collaborating with senior reconciliation specialist to handle various tasks, including processing ledger, calculating revenues, and preparing balance sheets
* Performing duty of reviewing bank statements and balances to ensure that they comply with the financial reports
* Reviewing account payable and receivables complaints from clients to identify forgery claims to inform the department
* Reconciling complex accounting transactions, and internal company accounting

Assistant Reconciliation Accountant

Octavo Enterprises, Birmingham, AL

October 2013 – February 2016

* Collaborated with the company's senior financial accountants to determine the scope of reconciliation
* Initiated a series of spreadsheet reports and maintained a database that made the entire reconciliation process easier and more accurate
* Worked with the team to assist in finance team in various tasks, including preparing fortnight reports under US GAAP
* Assisted account receivable team in facilitating timely collection of outstanding debt amounts from clients
* Coordinated with account payable team to process payment checks of vendors after assessing raw material for the products
* Regularly checked the updated database about account reconciliations, and resolved discrepancies in a timely manner
* Assisted the group for preparing monthly, quarterly, and annual reconciliation reports to be submitted to the management

Reconciliation Accountant Intern (part-time)

Zürich Group, Birmingham, AL

August 2012 – September 2013

* Coordinated with various teams to work on different accounting projects, and performed reconciliation
* Worked under supervisor to verify financial statements, ledgers, accounts, and made necessary corrections as required
* Regularly performed various administrative duties, including taking minutes of monthly meetings to keep the key points in record
* Monitored and calculated funding requirements for the assigned projects, and prepared a financial estimate report
* Performed monthly assessment of check balance over ledger accounts, and maintained accurate records of financial supporting documents for over 50 clients
* Answered client questions regarding accounts, and reported major discrepancies to senior supervisor
* Reconciled and resolved outstanding business issues with the help of team increasing work efficiency by 34%

**Education:**

* Bachelor's Degree in Accounting  
  Herzing College, Birmingham, AL  
  2012

**Reference:**

On request.