**Adam B. Williamson**

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**Job Objective:**

Highly-experienced and certified accounting professional seeking a position on a contract basis with an organization to leverage my knowledge in preparing financial reports, assessing budgetary transactions, and maintaining accurate ledgers for the clients.

**Summary of Skills:**

* Comprehensive knowledge about accounting principles, general ledgers, bookkeeping procedures, and preparing accurate financial reports
* Competent in operating various accounting software like QuickBooks, Zoho Office Suite, ERP SAP, and GnuCash
* Familiar with budgeting, performing reconciliations of bank accounts, reviewing balance sheets, and carrying out other accounting functions
* Capable of working independently or in a team to complete assigned tasks within deadline and maintaining long term relations with the clients
* Excellent organizational and time management skills
* Strong interpersonal and communication skills

**Work Experience:**

Contract Accountant

Proofpoint Accounting Services Pvt. Ltd., Charleston, SC

April 2016 � Present

* Performing various functions such as adjusting accounting schedules, making journal entries, reconciling bank statements
* Reviewing expenditure reports of clients, identifying funding sources, and sharing the collected information with the senior finance personnel for further investigations regarding outstanding purchases
* Coordinating with accounting team to provide exceptional services to clients, and review company's account payable or revenue related activities
* Monitoring fiscal year-end closing procedures for 100+ clients, and analyzing quarterly reports ensuring expenditures are properly accounted for, and charged to the correct fiscal period
* Compiling and preparing general ledgers, subsidiary ledgers by assessing bookkeeping data to determine supporting schedules
* Evaluating and providing assistance to track expenditure history, account payable, revenue, departmental budgets during generation of monthly audit report

Accountant

CHS Corporates, Charleston, SC

November 2014 � March 2016

* Assisted the accounting team in solving discrepancies in figures, and preparing quarterly financial report
* Classified, coded, summarized numerical and financial data to compile and keep financial records sorted in the database
* Coordinated with the team to complete period-end closing procedures for 200 clients by compiling accurate reports
* Collaborated with the accounting staff to review financial documents related to account payable, account receivable, and balance sheets to identify errors
* Maintained and updated subsidiary ledger of the company with the main general ledgers through preparation of expense reports, and standard journal entry forms
* Ensured client accounts are properly revised to give notifications about over expenditures, and budgetary guidelines
* Analyzed revenue and expense statements of business clients as required to find answers for auditory investigations

Junior Accountant

Sacyr Financial Incorporation, Charleston, SC

July 2012 � October 2014

* Performed general ledger account reconciliations and analysis on a regular basis, including account receivable, account payable, maintaining cash accounts for the company
* Maintain accurate records of purchases, cash inflow, and expenditures
* Reviewed financial statements, balance sheets, profit-loss statements, audit reports to prepare accurate summaries for the senior management
* Monitored monthly budgets to ensure company's monthly expenditures are reasonable, and met Budget Managers at regular intervals to review applicable reports
* Posted journal entries using QuickBooks, GnuCash, and assisted the bookkeeping team as required
* Prepared computerized reports such as account payable, account receivable, financial statements, and monthly general ledgers for clients

**Education:**

* Bachelor's Degree in Accounting   
  Charleston Southern University, North Charleston, SC   
  2012

**Certifications:**

* Certified General Accountant, 2014

**Reference:**

On request.