***Michael Russell***

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**Career Objective:**

Extensive skills in project accountancy with specialization in project contracting and billing process seeks to work for a growing organization to hone skills.

**Summary of Qualifications:**

* Extensive knowledge off generally accepted accounting principles (GAAP)
* Thorough knowledge of the project billing process
* High level proficiency in using relevant computer applications like word processing, accounting software and spreadsheets
* Special Knowledge of Vision 5.1 Software
* Extensive knowledge of the standard contract terms
* Excellent communication and interpersonal skills
* Proven ability to work under stressful situations efficiently and meet deadlines
* Ability to work with equal efficiency independently as well as in a group

**Professional Experience:**

***Chief Project Accountant***

Franklin Brothers Inc., Newark, DE

May 2013 - present

***Duties and Responsibilities***

* Communicating with the Project Manager effectively and discussing issues related to change orders, contract documents and contract modifications and extra service related billings
* Preparing final invoices for the billable projects and sending them for the approval of the Accounting Supervisor
* Evaluating and pursuing opportunities to maximize client billing
* Coordinating with the management staff members for future project planning
* Calculating the profit and performance and checking if the figures match with the estimated ones in the budget
* Suggesting cost effective initiatives to the company management
* Preparing the financial statements for the company

***Associate Project Accountant***

Apex Group of Industries, Newark, DE

May 2011 - April 2013

***Duties and Responsibilities***

* Preparing budget for various projects undertaken by the company
* Coordinating with the project manager and planning the progression of the project and modifications in the project budget if any
* Verifying project expenditures and making sure that they comply with the company policies and procedures
* Adhering to the generally accepted accounting principles

**Education:**

* *Masters Degree in Business and Accountancy*, Delaware University, Newark, DE, 2010
* *Bachelor of Science in Accountancy*, Delaware University, Newark, DE, 2008

**Reference:**

On request.