**Robert S. Shirley**

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**Career Objective:**

Certified, experienced, and highly motivated Accounts Manager with strong working knowledge of managing accounts, identifying discrepancies, reconciling balance sheets, and preparing accurate financial reports. Ability to lead team, resolve financial problems, and guide for increasing revenue.

**Summary of Skills:**

* Comprehensive experience in tracking budget expenses, and sound understanding of the accounting principles
* In-depth information about account payable, receivable, bookkeeping duties, financial administration, and managing accounting processes
* Expertise in operating accounting software by following the GAAP principles
* Familiar with preparing balance sheets, financial statements, and performing account reconciliations as required
* Ability to handle multiple tasks and manage stress under pressure to complete projects in time
* Excellent organizational and time management skills
* Strong interpersonal skills and Team player

**Work Experience:**

Accounting Manager

Hilton Industries, Detroit, MI

October 2016 – Present

* Regularly meeting accounting financial objectives by preparing annual budget, forecasting requirements, and scheduling expenditures
* Monitoring and analyzing accounting data to prepare accurate financial statements for clients, and providing advice on business strategies
* Supervising account payable/receivable team, and ensuring all financial reporting deadlines were met
* Responding to all inquiries from Director of Finance or Controller about delayed payments or discrepancies in the balance sheet
* Ensuring monthly and quarterly financial reporting activities are completed in accurate and timely manner, thereby increasing efficiency by 24% in 4 months
* Conducting regular meetings and follow-up sessions with the team to understand financial issues, and suggesting solutions
* Assisting in the development and implementation of new policies to enhance work flow of various departments by establishing accurate guidelines

Account Receivable Clerk

Hilton Industries, Detroit, MI

April 2014 – September 2016

* Calculated, posted receipts to general ledger accounts, and verified details of the transactions for the funds received
* Collected cash and check payments from vendors, clients, and issued receipts
* Prepared monthly receivable statements for the manager's review, and assisted in identifying the discrepancies
* Summarized receivables by maintaining invoice accounts, account statements, and monthly financial reports
* Compiled aging analysis on accounts receivable, and solved payment discrepancies
* Performed billing, invoicing, collection, and reporting duties as assigned

Bookkeeper

HARBOR Associates Pvt Ltd., Detroit, MI

August 2012 – March 2014

* Performed various duties like accounts payable, account reconciliations, invoicing and product cost allocation under supervision
* Assisted to prepare reports for month-end closing by verifying transaction details with the account payable, and receivable personnel
* Maintained an updated database for 100+ clients by recording financial transactions and posting entries
* Calculated variances in client payments by doing monthly check of the balance sheets, and reported significant discrepancies to the management
* Worked closely with the accounting team to create and analyze quarterly financial reports
* Provided administrative and clerical support to the managerial department as required

**Education:**

* Master's Degree in Accounting  
  Wayne State University, Detroit, MI   
  2012
* Bachelor's Degree in Accounting  
  Wayne State University, Detroit, MI   
  2010

**Certification:**

* Certified Management Accountant, 2014   
  Certified Public Accountant, 2013

**Reference:**

On request.