**Gary P. Guzman**

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**Career Objective:**

To obtain an accounts administrator position at “Deeko Corporation,” and administer company's policies for customer services, credit, and collection functions.

**Summary of Skills:**

* Comprehensive knowledge of accounting and financial practices
* Ability to build and maintain effective working relationship with customers
* Familiar with statistics, tax laws and regulations, international finance management, and corporate accounting
* Proficient in ERP systems, accounting software, Micro Soft Office, Spreadsheet and the Internet
* Extensive knowledge of tax preparation and financial planning
* Attention to detail with good communication and interpersonal skills
* Possess excellent planning, organizational and management skills

**Work Experience:**

Accounts Administrator

ABC Company, New Berlin, WI

October 2014 - Present

* Responsible for processing purchase ledger and sales ledger
* Performing reconciliation of accounts and all other tasks associated with accounting
* Handling responsibilities of providing assistance to accounts payable specialists regarding the proper coding of invoices and other procedural issues
* Responding to vendor and employees inquiries and conducting investigations and historical reviews to resolve problems
* Reconciling all active accounts payable each period as well as maintain accounts payable system reports to ensure compliance within the established accounting guidelines
* Approving and monitoring new vendor setup and making necessary changes to ensure in compliance with IRS requirements
* Handling responsibilities of assisting accounting manger in handling accounting tasks

Accounts Administrator

XYZ Company, New Berlin, WI

March 2013 - September 2014

* Monitored accounts receivable sub-ledger and ensured receivables are collected in a timely manner
* Reconciled accounts receivable sub-ledger with general ledger on a weekly and monthly basis
* Performed posting of customer payments by recording checks, cash and credit card transactions
* Resolved collection issues by coordinating with collection department, examining customer payment plans, payment history, and credit line
* Summarized receivables by preparing reports, maintaining invoice accounts, verifying totals and coordinating monthly transfer to accounts receivable account
* Ensured timely receipt of payment and resolved any discrepancies in areas of accounting

**Education:**

* Bachelor's Degree in Accounting  
  King's University, New Berlin, WI  
  2012

**Reference:**

On request.