

Gwendolyn J. Randall

Objective

To continue advancing my knowledge and experience in the accounting field.

Education

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|---|---------------------------|----------------------|
| 2007-2008 | University of Phoenix | Online |
| ▪ Masters of Business Administration – graduated July 2008 | | |
| 2002-2003 | Augusta State University | Augusta, GA 30904 |
| ▪ Concentration in Accounting – completed July 2003 | | |
| 1995 - 2000 | Valdosta State University | Valdosta, GA 31698 |
| ▪ Bachelor of Business Administration/Finance – graduated July 2000 | | |
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| 1991-1995 | Louisville High School | Louisville, GA 30434 |
| ▪ Academic Diploma – May 1995 | | |

Work

experience

1/1//2012-Present Freelance Accounting Virtually & Onsite

Bookkeeping, Payroll, Accounting & Tax Preparation

- Checkbook & Credit Card Reconciliations in QuickBooks
- Accounts Payable
- General Journal Entries and Trial Balance Review
- Payroll to include quarterly reporting and year end W2, W3, 1099 and 1096 preparation

10/23//2019-Present Rayonier AM Jesup, GA 31545

Senior Cost Accountant

- General Ledger to include month end adjusting journal entry: This entails booking journal entries to accrue liabilities and prepaid expenses. Also, the reconciling of cost of goods sold to sales, and raw materials to inventory.
- Manage accounting procedures and performance as it relates to monthly closing procedures and accruals to assure accurate and timely closing.
- Cost tracking and reporting

2/1//2006-9/7/2018 EAM Corporation Jesup, GA 31545

Staff Accountant

- General Ledger to include month end adjusting journal entry: This entails booking journal entries to accrue liabilities and prepaid expenses. Also, the reconciling of cost of goods sold to sales, and raw materials to inventory.
- Manage accounting procedures and performance as it relates to monthly closing procedures and accruals to assure accurate and timely closing.
- Financial Statements building and review: This includes compiling monthly financial statements: Statement of Financial Position, Statement of Income, Cash Flow Statement, and Variance reports to review year to date results against budget to date results of the company.
- Review and analyze monthly financial reports to assure accurate financial information is reported to management.
- Checkbook Reconciliations done daily to include entering cash receipts and posting any bank EFT transactions.
- Asset and Liability Reconciliations: This includes reconciling cash, checkbook, inventory, as well as receivables accounts; accounts payables, payroll accruals, notes and loan as well as other liability accounts.
- Purchase Order/Payables: This entails verifying the purchase price of materials corresponds to existing PO's and receiving materials into the system; also includes the processing of payables invoices received.

1/2001-1/31/2006 Sanford Loyd, CPA, P.C. Augusta, GA 30901

Support Accountant

- Payroll: process payroll on weekly, biweekly and monthly basis to include any garnishments and insurances.

- Accounts Payable: the processing of payables invoices and issuing checks to cover them.
- Bank Reconciliation: the reconciliation of the bank balance with the checkbook balance on a monthly basis.
- General Ledger, and Financial Statements on numerous client accounts that consists of posting month end journal entries and compiling financial statements: Statement of Financial Position, Statement of Income, and Cash Flow Statements. QuickBooks entries and reconciliations.
- Secretarial duties including client service, answering phones, scheduling appointments and filing
- Assist with tax preparation

12/2004-10/2005

Golden & Associates, CPA

Hinesville, GA 31313

Accountant

- Assist with testing on audits: go to client location and perform random testing on accounts receivables, accounts payables, and other items necessary.
- Prepare Compiled Financial Statements: post general ledger transactions and month end journal entries in order to compile financial statements: Statement of Financial Position, Statement of Income, and Cash Flow Statement.
- Prepare Corporate Income Tax Returns: use the compiled financials to enter data into the tax prep software.
- Bank Reconciliations: reconciling bank balance to the checkbook balance on a monthly basis.
- Adjusting Journal Entries: post month end adjusting journal entries to the general ledger to complete monthly financial statements.
- All these duties were performed on numerous client accounts

Computer

Experience

SAP, Avantis, QuickBooks Accounting, Great Plains, FRx Financials, CPA Software, ProSystems Fixed Assets, ProSystems Trial Balance, ProSystems Tax, ATX Tax, Peachtree Accounting, Microsoft Word, Excel, PowerPoint, Lotus 123, Corel Wordperfect, Internet, E-Mail.