**Kirankumar Parikh**

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**SUMMARY**

*Results-driven Senior Accountant with 35+ years of expertise in accounting and financial management. Proven ability to accurately record financial transactions, execute fund transfers, manage payroll processes, and prepare comprehensive financial statements. Skilled in account reconciliation, financial reporting, and accounts payable processes. Known for developing productive relationships with clients and managers, ensuring the achievement of organizational goals. Available for remote/hybrid jobs, dedicated to leveraging my extensive experience to add value to a new organization.*

**HIGHLIGHT**

• Financial reporting • Payroll management • Accounting software

• GAAP • Accounts payable and receivable • Bank reconciliation

• Record-keeping and documentation • Budgeting and forecasting • Microsoft Office

• Closing Ledger Accounts (Yearly/Monthly) • Branch Accounting • Forecasting

**WORK EXPERIENCE**

**Senior Accountant**

***Cordia Partners, Vienna, VA*** *03/2023-09/2023*

* Tracked accounts receivable through Quickbooks desktop versus Field Edge software.
* Created spreadsheets through MS Excel to track ACH and other payments to avail discounts on timely payments to vendors.
* Processed online weekly payroll through QuickBooks Payroll and paid Federal and State Government taxes.
* Filed Payroll report Quarterly and Yearly.
* Reconcile end-month payable, bank and credit card transactions.
* Record Income and Expense, Assets and Liabilities, Passed journal entries.
* Managed and maintenance of Accounting and staff documents and records.
* Collaborated with external auditors to perform annual financial audits.

**Senior Accountant**

***Chawla & Chawla Pc, Gaithersburg, Maryland*** *10/2020-11/2022*

* Spearheaded the accurate and timely recording of all Accounts Receivable and Accounts Payable transactions, ensuring proper documentation and adherence to accounting principles.
* Successfully executed multiple fund transfers across banks and processed payments via checks, ACH, and remote check deposit, providing seamless financial support to the organization.
* Expertly managed the bi-weekly payroll process for a sizeable workforce, ensuring compliance with regulatory requirements and timely processing of employee salaries.
* Prepared and presented comprehensive financial statements, including budgets, balance sheets, income and expenditure statements, and other reports, which provided valuable insights to the organization's Accounts Payable team and management.
* Conducted thorough account reconciliation for clients, vendors, and business checking and credit card accounts, highlighting discrepancies and preventing errors that could impact the organization's finances, with a specific focus on reconciling Accounts Payable balances.
* Successfully completed the month-end and year-end general and main ledger account closing process, ensuring accurate recording and reporting of financial information, including the proper closure of all Accounts Payable transactions.
* Streamlined record-keeping processes by reviewing and reconciling invoices, and accurately entering bank deposits and third-party portal receipts.
* Fostered and maintained productive relationships with clients and managers from various departments, providing exceptional customer service and serving as a reliable point of contact for financial queries and concerns.

**Accountant**

***Refund Plan, Tax & Accounting, Wheaton, Maryland*** *01/2019-02/2020*

* Provided professional accounting services to both individuals and business clients.
* Managed full range of accounting services, including accounts payable and receivable, financial statements, pro forma budgeting, ledger scrutiny, and payroll processing.
* Prepared accurate and timely financial reporting for clients, providing valuable insights into their financial position and identifying opportunities for growth.
* Provided expert audit support for clients, assisting in the preparation of audit schedules, data analysis, and internal testing.
* Managed the full cycle of accounts payable process, ensuring timely and accurate recording and processing of vendor invoices and payments, and compliance with regulatory requirements.
* Reconciled bank accounts and other financial records, proactively identifying and resolving discrepancies.

**Bookkeeper**

***Shmul Corporation, Rockville, Maryland*** *04/2015-12/2018*

* Served as an in-house bookkeeper for a real estate development and property management company, managing all aspects of financial reporting and record keeping for the organization.
* Expertly maintained the financial books for the company, utilizing advanced bookkeeping software to record and track expenses, ensuring accurate and up-to-date financial information at all times.
* Prepared and submitted invoices for the company's clients, providing detailed documentation and ensuring prompt payment for services rendered.
* Managed the company's payroll process, overseeing accurate and timely processing of employee salaries and deductions, while ensuring compliance with all regulatory requirements.
* Ensured efficient and accurate record keeping for the organization, maintaining organized financial files and records, which facilitated easy access and retrieval of information when needed.
* Liaised with internal stakeholders, including senior management and other departments, providing financial support and reporting that informed business decisions and supported the organization's goals.

**Assistant Accounts Officer**

***Centre for Environment Education, Gujarat, India*** *12/1985-04/2011*

* Provided critical financial support for a large non-profit organization with 30+ branch offices, managing a range of accounting and administrative tasks, including payroll processing for 400+ employees, invoicing for more than 200 clients, bill payments, and record organization and preparation.
* Assisted with the accurate and timely processing of payroll, managing the employee database and ensuring that salaries and benefits were accurately and promptly processed in compliance with applicable laws and regulations.
* Prepared invoices monthly for clients, ensuring accuracy and completeness of all documentation and adherence to deadlines, which supported the organization's revenue streams and financial stability.
* Effectively managed and organized financial records and documents, which improved the efficiency and accuracy of the organization's financial operations and facilitated the preparation of financial reports and audits.

**EDUCATION**

**Bachelor Of Commerce in Equivalent to Bachelor Of Science**

***Gujarat University, Ahmedabad, India*** *1985*

**MEMBERSHIP**

**Member - American Institute of Public Accountant**

*Expires: December 2025*

*State: MD*

**SKILLS & CORE COMPETENCIES**

* **Payroll**: **5 years** of experience in managing payroll processes.
* **Journal entries**: Over **10 years** of experience, I have a strong understanding of the importance of accurate journal entries for maintaining precise financial records.
* **Accounting software:** I have **6 years** of experience using QuickBooks and 4 years using Sage, which has enabled me to efficiently manage financial data for various organizations.
* **Microsoft Office Suite**: I am proficient in using Excel for pivot tables, as well as Word and PowerPoint,
* **Google Suite**: With expertise in using Google Calendar, Drive, Docs, and Sheets.
* **Bank reconciliation**: I have over **10 years** of experience in reconciling bank statements and identifying discrepancies.
* **General ledger accounting:** I have **10+ years** of experience in maintaining general ledger accounts and recording financial transactions for accurate reporting.
* **Financial statement preparation:** I have over **10 years** of experience expertise in preparing accurate and informative financial statements.
* **GAAP**: I have **10+ years** of experience in adhering to Generally Accepted Accounting Principles (GAAP) for accurate financial reporting.
* **Financial report writing**: I have over **10 years** of experience in writing comprehensive financial reports that communicate complex information in an easy-to-understand manner.
* **General ledger reconciliation:** With over **10 years** of experience in reconciling general ledger accounts, I have developed strong analytical and problem-solving skills.
* **Account reconciliation**: I have **10+ years** of experience in reconciling accounts and identifying discrepancies to ensure accurate financial reporting.
* **Accounts payable**: With **10+ years** of experience, I have expertise in managing accounts payable processes, including invoice processing and vendor management.
* **Public accounting**: With **10+ years** of experience in public accounting, I have gained expertise in managing financial records and providing advisory services to clients.
* **Governmental accounting**: With **6 years** of experience in governmental accounting, I have expertise in managing financial records and adhering to regulations specific to the public sector.
* **Technical accounting**: I possess knowledge and experience in technical accounting, which enables me to analyze complex financial data and provide valuable insights to organizations.
* **Remote and hybrid**: Experienced with remote and hybrid work arrangements, leveraging technology to collaborate effectively with team members and stakeholders.