

MARI MILLAR

ACCOUNTANT

CONTACT



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ORTONVILLE, MICHIGAN 48462

SKILLS

- Tax Preparation
- Auditing
- Calculating liabilities
- Financial Reporting
- Bookkeeping
- Payroll Administration
- Bank Reconciliation
- Cost accounting
- Accounts Payable and Receivable
- Quickbooks

PROFESSIONAL SUMMARY

With extensive experience at Messina's Accounting Solutions, Inc., I excel in financial reporting and strategic tax planning. Demonstrating strong analytical skills and proficient in QuickBooks, I've successfully enhanced financial processes and compliance. My proactive approach in auditing, financials, bookkeeping & payroll administration has significantly contributed to operational efficiencies, marking me as a key asset in finance management.

EXPERIENCE

May 2007 - Present

ACCOUNTANT

MESSINA'S ACCOUNTING SOLUTIONS, INC., MACOMB TWP., MICHIGAN

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Performed reconciliations between bank accounts and internal ledgers.
- Calculated and documented payroll data for processing.
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Developed monthly, quarterly, and annual financial reports for management review.
- Prepared accounting information, producing financial statements in accordance with accounting principles.
- Posted journal entries by compiling and analyzing account information.
- Managed accounts receivable and accounts payable, assisting with transactional-level tasks.
- Generated periodic reports such as balance sheets, income statements, cash flow statements.
- Reviewed general ledger accounts for accuracy and completeness of information.
- Developed monthly closing procedures to ensure timely completion of month-end close activities.
- Reconciled financial discrepancies by collecting and analyzing account information.
- Ensured accurate processing of payroll transactions including bonuses, overtime pay, garnishments.
- Assisted external auditors in preparing audit schedules by providing necessary documents in a timely manner.
- Researched and reviewed payments received to input into financial systems.
- Provided advice on tax planning strategies related to investments or business operations.

- Conducted audits on a regular basis to ensure compliance with generally accepted accounting principles.

EDUCATION

BUSINESS

WAYNE STATE UNIVERSITY, DETROIT, MICHIGAN

REFERENCES

References available upon request

ADDITIONAL INFORMATION

I have successfully maintained over 20 clients for 17 years.