


ROBERTA VELEZ

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 [Bold Profile](#)

PROFESSIONAL SUMMARY

Well-qualified financial systems leader offering demonstrated skill and success in managing internal accounting processes, improving controls and strengthening systems for optimal performance. Proficient in all aspects of accounting, including accounts payable and receivable, budget administration and payroll. Gifted in building and leading solid teams to handle high-volume operations with consistency, accuracy and full compliance with regulatory requirements.

SKILLS

- General Ledger
- Financial Statements
- Financial Data Analysis
- Full-cycle accounting
- General Ledger Management
- Fixed Assets Management
- General ledger accounting
- Accounting Software Systems
- Account reconciliation specialist.
- Variance Analysis
- Payroll Processing
- Documentation and Reports

EDUCATION

STRAYER UNIVERSITY

Palm Beach Gardens, Florida •
Expected in 06/2026

Master of Business Administration:
Management

BERKELEY COLLEGE

New York, New York • 09/2004

Bachelor of Business Administration:
Accounting

WORK HISTORY

Southeastern College - Accounting Manager

11/2022 - Current

- Managed successful audits by collaborating effectively with internal and external auditors.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Utilized financial software to prepare consolidated financial statements.
- Streamlined month-end closing procedures resulting in reduced processing time without compromising accuracy or completeness of the reports generated.
- Developed and implemented various procedures to improve accounting process.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Managed banking reconciliations and monthly balance sheet statements.
- Coordinated efforts between the accounting team and other departments to ensure accuracy in interdepartmental transactions recording and proper cost allocation.
- Facilitated staff development through regular training sessions on new accounting standards, software upgrades, or company-specific policies changes.
- Generated monthly and quarterly financial statements for executive review.
- Gained strong leadership skills by managing projects from start to finish.

Health Career Institute - SENIOR ACCOUNTANT

08/2021 - 05/2022

- Reviewed accounts, resolved coding areas, and tracked recurring expenses for accrual entry.
- Trained new employees in accounting principles and company procedures.

- Collected and reported monthly expense variances and explanations.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Maintained accurate records of fixed assets, including acquisition costs, depreciation schedules, and current values for insurance purposes.
- Handled day-to-day accounting processes to drive financial accuracy.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Maintained integrity of general ledger and chart of accounts.
- Provided journal entries and performed accounting on an accrual basis.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Supported department objectives by participating in cross-functional projects with other departments as needed.
- Assisted in the development of financial forecasts based on historical trends and current market conditions, supporting strategic planning initiatives within the organization.
- Provided critical support during system upgrades or conversions by working closely with IT staff to ensure minimal disruption to daily operations.
- Skilled at working independently and collaboratively in a team environment.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.

Cross Country HealthCare - SENIOR ACCOUNTANT

02/2017 - 08/2021

- Responsible for Capital and Finance lease journal entries
- Responsible for consolidated lease asset and liabilities reconciliation
- Prepare monthly Bank Reconciliations and entries.
- Validate daily AP checks issued from accounting system as part of Treasury positive pay function!
- Create accounting process documentation.
- Record Depreciation-Amortization for subsidiary.
- Record bi-weekly payroll entries and resolve any discrepancies.
- Calculate and record monthly payroll accruals.
- Maintain deferred rent schedule and record monthly entry.
- Perform general ledger analysis and determine prepaid expense, software and rent amortization.
- Track and record accrued expenses relating to property taxes, liability insurance, rebates, utilities, travel, and benefits.
- Reconcile and post Accounts Receivable sales batches from ERM system.
- Verify, reconcile, and record Intercompany cash entries related to the subsidiary.
- Record various intercompany payables and receivables.
- Calculate and record monthly sales and bad debt allowance.
- Record revenue and cost of goods sold accrual for subsidiary.
- Reconcile and record cash payment for payroll, garnishment, and manual checks to clearing account.

- Prepare monthly revenue, dividends, and capital elimination entries.
- Compile DSO analysis based on final balance sheet and income statement.
- Compile Balance Sheet variance analysis for management review.
- Prepare quarterly AR related parties report.
- Prepare detailed A/P, A/R reconciliation for senior management.
- Prepare monthly and quarterly balance sheet reconciliations.
- Reviewed Staff Accountant journal entries and reconciliations.

Millcreek Residential - ASSET ACCOUNTANT

08/2016 - 02/2017

- Prepare and complete a full set of financial statements for Construction and Joint Venture entities.
- Prepare investor financial packages, including elimination entries as required.
- Prepare monthly revenue and cost recognition entries.
- Analyze and prepare balance sheet and Income Statement account reconciliations.
- Record Debt and related loan amortization.
- Recognize Assets, enter additions, and prepare depreciation calculations.
- Prepare weekly and monthly cash analysis for assigned entities.
- Prepare wire transfers relating to investor contributions.
- Reconcile bank accounts for construction and joint venture entities.
- Provide reporting packages to lenders.
- Recognize revenue on Special Purpose Entities related to Joint Ventures
- Prepare equity roll forward analysis for Joint Ventures.

Tarsus Group - ACCOUNTANT

09/2015 - 08/2016

- Responsible for overall purchase order issuance and management
- Manage vendor invoice workflow, approvals, and payments.
- Issue 1099 statements to vendors and contractors
- Verify all client sales contracts and prepares invoices.
- Apply client remittances and credit memos to appropriate invoices.
- Prepare monthly checking account reconciliations.
- Reconciliation merchant credit card transactions
- Record monthly revenue and expense deferrals for future events.
- Prepare monthly expense accruals for closing events.
- Fixed Asset amortization and depreciation entries
- Reconcile and record loan principal and interest payments.
- Analyze cash flow for preparation of monthly and forecast reports.
- Record intercompany payable and receivable entries.
- Prepare and Finalize monthly P&L statements for multiple events.

Vertical Bridge Holdings, LLC - SENIOR ACCOUNTANT

09/2014 - 09/2015

- Responsible for fixed asset valuations on all acquisitions
- Record multi-entity acquisitions, including monthly depreciation.
- Tenant straight line analysis, and related entries
- Ground rent analysis, and related entries.

- Determine Asset Retirement Obligations relating to ground lease and related entries.
- Record earn-out liabilities relating to future tenant lease upon acquisition.
- Prepare various balance sheet reconciliations.
- Prepare consolidated statement of cash flows.
- Prepare financing from lenders documents to obtain debt.
- Reconciled 16 bank accounts.

Management Services Group-Health Care REIT - FIXED ASSET ACCOUNTANT

05/2007 - 09/2014

- Monitor internal controls, procedures, and forms for the recording of fixed assets.
- Recommend and participate in changes to accounting policies relating to fixed assets.
- Record fixed asset acquisitions and dispositions.
- Update project management system with real-time cost data.
- Conduct a comprehensive review of new property acquisitions in accordance with ASC 805
- Record ASC805 fair value adjustments for new acquisitions.
- Responsible for CIP entries and reporting for development properties
- Analyze in-process fixed assets and place into service once completed.
- Record monthly labor charges for development projects.
- Support Asset and Project management team with ad hoc reporting and variance analysis.
- Reconcile fixed asset subsidiary ledgers to the consolidated balance sheet.
- Ensure capital expenditures are authorized by management and resolve discrepancies.
- Calculate depreciation for 1100 company business units.
- Analyze detailed schedule of fixed asset and depreciation.
- Review corporate fixed assets for potential obsolescence and dispose of assets.
- Prepare weighted average depreciation schedules for supplemental reporting.

PGA NATIONAL HEADQUARTERS - SECTION STAFF ACCOUNTANT

08/2006 - 05/2007

- Recorded monthly expense accruals and adjustments relating to investment, unearned revenue, and depreciation.
- Recorded adjustments to update cash and accounts receivable balances daily.
- Prepared monthly bank reconciliation for several companies.
- Provided AP staff with GL coding and approved all postings.
- Analyzed balance sheet and income statement for accuracy.
- Conducted monthly accounting reviews with management prior to financial statement issuance.
- Prepared Quarterly and Year-end financial packages for management.
- Arranged supplemental schedules for external auditors.

ADDITIONAL INFORMATION

Actively Pursuing CPA License

SOFTWARE

Microsoft Office 365 (Excel, Word, PowerPoint)

Great Plains

JD Edwards

People Soft

Paylocity Payroll

Blackline Account Reconciliation

People Soft

QuickBooks

Yardi