

Simone Robinson

Orlando, FL 32817 | (917) 225-2062 | simoner0116@gmail.com

FINANCE CONTROLLER

PROFILE

Over twenty-five years of experience combining cross-functional competencies in all accounting and financial management phases. Comprehensive knowledge of financial statement preparation and analysis. Proficient in applying GAAP principles to auditing engagements and management reports. Ability to contribute as a team player and interface with professionals on all levels. Relevant experience includes financial reporting, monthly and year-end audits, bank reconciliations, account analysis, and operating policies and procedures.

SKILLS SUMMARY

- Accounts Payable/Receivable
- QuickBooks
- Cash Management
- Bank Reconciliations
- Payroll Administration
- Financial Account Analysis
- General Ledger
- Journal Entries
- Internal Controls
- Corporate Financials
- Data Collection/Record Keeping
- Corporate Accounting and Compliance

PROFESSIONAL EXPERIENCE

Nephrology Associates of Central FL, PA Winter Park, FL 2007 – Present
Clay Avenue Partnership, LLP
Renal Ventures of Central FL, LLC

Finance Controller

Developed and implemented standard operating procedures for all accounting functions. Perform all aspects of Accounts Payable and Receivable daily. Prepare monthly, quarterly and year-end reporting summarizing company financial position in based areas of income, expenses and earnings for distributions. Detailed Shareholder monthly bonus calculation and quarterly distributions with estimated tax payment calculation. Prepared bi-weekly payroll for 100 plus employees using Paychex Flex payroll software. Work closely with external financial institutions for all company banking including, loan, payments and other transactions. Assemble documentation for year-end audits and respond to auditors inquiries.

Patrick M Burns, CPA, PA Orlando, FL 2005-2008

Bookkeeper

Using MAS 200 and QuickBooks performed all aspects of Accounts Payable and Receivable daily. Prepared Sales and Payroll monthly and quarterly tax returns. Bank reconciliations and heavy data entry.

EDUCATION

1988 American High Tech Business School, Brooklyn, NY
Certification in Business Management and Computer Skills

PROFESSIONAL AFFILIATIONS

- Florida Notary ID 1195287 2007 - Present
- American Institute of Professional Bookkeepers
- Medical Group Management Association of Central Florida