

Bradley Butler
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Objective: An interesting and challenging position as an assistant accountant in a growing and reputed organization.

Experience: Paulo & Paulo Accounting Firm Waltham, MD
Assistant Accountant 1/3/2009 to Present

- Provided assistance and support to the accountant.
- Used accounting software and spreadsheets to record financial information.
- Analyzed recorded financial figures and documents and ensured data accuracy.
- Consolidated total accounts payables vs. receivables, classified and reviewed data using spreadsheets and databases; compiled and updated financial records accordingly.
- Received, recorded and en-cashed collections checks.
- Reconciled and verified financial discrepancies associated with manual input and disconnect caused by resignations.

PNA Financial Consultants Waltham, MD
Accounting Clerk 1/4/2006 to 30/4/2008

- Reviewed employee timecards, itineraries, computed wages and deductions.
- Reconciled payroll discrepancies which required attendance checks, leave verifications; made adjustments in pay
- Processed new employee data and personal information in the company database for inclusion in payroll; noted exemptions, transfers, terminations and resignations.
- Kept track of employee leaves; maintained and updated payroll records, taxations, deductions and change in status; issued employee paychecks and pay slips.
- Issued and recorded adjustments and balanced transaction records.

Education: University of Maryland Waltham, MD
Masters of Arts in Accountancy Currently pursuing

University of Maryland Waltham, MD
Bachelor of Arts in Accounting 2007

References: Available upon request