

Cindy Randell

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HIGHLIGHTS OF QUALIFICATIONS

- Associates degree in Accounting.
- Strong knowledge of accounting principles & accrual based accounting.
- Excellent verbal and written communications skills.
- Highly organized and detail oriented.
- Strong motivator, supervisor, and trainer.
- Personable, articulate, poised and professional with customers, management and support staff.

PROFESSIONAL EXPERTISE

Full-charge Bookkeeping and Accounting

Performing full charge bookkeeping and account management through financial statements, assembled documentation for year-end audits and respond to auditors inquires. Expertise includes, but is not limited to:

- Customer & Member Service
- Accounts Receivable and Billing
- Accounts Payable
- Bank Reconciliation
- Sales Report & Sales & Use Tax
- Human Resources
- Journal Entries
- Budget Analysis
- General Ledger Analysis
- Payroll, Quarterlies & W-2
- Financial Statements
- Audit Review Procedures

SUPERVISION AND TRAINING

Supervise Accounts Receivable & Accounts Payable departments. Provide training to develop, maintain and enhance good customer relations as well as ethical accounting practices.

WORK CHRONOLOGY

Payroll/Accounts Payable	Quality Contracting, Worcester, MA	2017-2018
Business Manager	St.Peter-Marian High School Worcester, MA	2014-2016
Accounting & Catering	Create A Stir, Worcester, MA	2013-2014
Accountemps -Treasury Asst.	Mapfree Insurance Co., Webster, MA	2012-2012
Accounting & Catering	Create A Stir, Worcester, MA	2011-2011
Office Manager/FC Bookkeeper	Ostrow Electric Co., Worcester, MA	2007-2010
Office Manager/FC Bookkeeper	Tatnuck Country Club, Worcester, MA	1992-2006

EDUCATION

Associate in Science, Business Administration Quinsigamond Community College

