

Reyna Royer

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OBJECTIVE Experienced and accomplished Accounts Manager with over 5 years seeking the position of Accounting Officer, where excellent analytical and technical skills can be utilized to improve the company's profitability.

EDUCATION **Baruch College, CUNY**, New York, NY
Zicklin School of Business
Bachelor of Business Administration, June 2008
Major: Finance & Investments; Minor: Photography

Pursing CPA Qualification

RELATED COURSE WORK

Fundamentals of Corporate Finance	Futures Markets
Investment and Risk Analysis	International Corporate Finance
Advance Corporate Finance	Advance Investment and Risk Analysis
Real Estate Salesperson	

EXPERIENCE

Dominica Social Security

Accounting Assistant II, November 2016 – Present

- Preparation of Bank Reconciliation
- Updating and reconciling of Sundry Debtors Accounts to General Ledger
- Entry of accounting data into the Peachtree Accounting System, including Sundry Journals
- Processing of Monthly Journals
- Maintaining Records of Monies Received
- Maintenance of Sundry Debtor Accounts
- Receive cash collections from Compliance Officers and passing to Cashier for updating of records
- Updating all Administrative Cash Payments including payments related to salaries to the General Ledger
- Preparing and Dispatching Monthly Payroll including submission of Social Security Deductions
- Analyze the Institution's Telephone Bills on monthly basis
- Analyze and Prepare for Monthly Benefit Transfer to the Bank
- Assisting in Managing Portsmouth Branch Office
- Prepare Monthly Delinquency Reports
- Updating and Analyzing Delinquent Employer Files
- Assist with other assignments assigned by the CFO and Administrator Finance & Investments

Lericon Printers Ltd

Accounts Manager, April 2012 – October 2016

- Responsible for the accounting and financial keeping of the company
- Administer and monitor the financial system in order to ensure that all financial information is maintained in an accurate and timely manner
- Establish, maintain and reconcile the general ledger
- Prepare and reconcile bank statements
- Maintain the purchase order system
- Pays employees and compiles payroll information by managing payroll preparation; completing reports; maintaining records.
- Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all transactions
- Prepare monthly, quarterly and end of year financial statements and report on variances

- Assist with the annual audit
- Maintain and ensure that all financial files and records are kept up-to-date and accurate
- Administer employee files and records in order to ensure accurate payment of benefits and allowances
- Maintain accurate record of the company Inventories and advise on reorder levels.

DataPlus Services

Accountant Trainee, June 2011 – Present

- Audit Financial Statements of Companies
- Prepare Financial Statements of Companies
- Conduct of Audits ensuring accounting regulations are followed.

Dominica Grammar School

Teacher, September 2010 – April 2012

Roseau, DM

- Maintain effective and efficient record keeping procedures
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Sustain lesson plans as required by school policy
- Assign reasonable tasks and homework to students
- Encourage and monitor the progress of individual students

Issiah Thomas Secondary School

Teacher, April 2010 – July 2010

St. Joseph, DM

- Maintain effective and efficient record keeping procedures
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Sustain lesson plans as required by school policy
- Assign reasonable tasks and homework to students
- Encourage and monitor the progress of individual students

O.D Brisbane & Sons (D/CA) LTD.

Accounts-Payable Clerk, December 2009 – April 2010

Canefield, DM

- Recorded and reclassified monthly credit card statements
- Recorded vendor invoices using ACCPAC
- Received all overseas invoices and ensure that they correspond with tariff entries
- Prepared vouchers, bank drafts and transfer forms for overseas payments
- Prepared and enter all cheques

QD Healthcare Group

Accounts-Payable Coordinator, July 2008 – August 2009

Stamford, CT

- Recorded and reclassified monthly credit card statements
- Recorded vendor invoices using QuickBooks Pro
- Maintained all filing systems including the accounts receivable and credit card binders
- Generated bi-weekly Job Cost Reports
- Collated and mailed vendor payment checks

H&R Block

Tax Associate, January 2009-April 2009

Bronx, NY

- Proficiently prepared federal and state income tax returns
- Developed relationships with prior and new clients
- Ensured that ever client obtained the best possible refund legally possible
- Informed clients why and when they are in debt to the IRS

- Collected cash payments at the end of tax preparation

Blue Man Productions,

New York, NY

Accounting Intern, March 2008- May 2008

- Managed small business accounts using QuickBooks Pro
- Duties included maintaining vendor accounts and bill payments
- Responsible for accounts payable using Great Plains
- Prepared bank reconciliations on a monthly basis, kept bank accounts current
- Worked closely with immediate supervisors in separate capacities simultaneously

Newman and Anita Library – Baruch College

New York, NY

College Assistant, January 2005 - March 2008

- Assisted students in locating various books, periodicals and research materials in the library
- Guided professors in placing their course materials on reserve
- Responsible for patron concerns about the library services and course materials on reserve
- Received cash payments for fines on overdue items

T.E.A.M Baruch – Baruch College

New York, NY

Freshman Seminar Student Leader, August 2006 – December 2006

- Analyzed student's problems and helped them to find proactive solutions
- Engaged students in a 12-week program, teaching the services and offerings of Baruch College
- Maintained records of student attendance as well as grades for various projects

Baruch College Bookstore

New York, NY

Cashier and Floor Attendee, December 2004 – January 2005

- Received payments from customers purchasing textbooks
- Helped students locate the textbooks needed for their classes
- Organized and maintained inventory of school/campus books
- Assisted up to 300 students per day during the beginning of the semester rush period

**LEADERSHIP
ACTIVITIES**

Caribbean Student Association, member

National Association of Black Accountants

Student Chapter Reporting Evaluation Program (S.C.R.E.P) chairperson

Baruch Student Government

Member of the Board of the Directors of the Bernard M. Baruch College Association

Baruch College Senior Bash Committee

**COMPUTER
SKILLS**

Proficient in Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Adobe Acrobat, QuickBooks Pro

Basic knowledge of Photoshop, InDesign, ACCPAC, Great Plains, Peachtree (Sage 50), Bloomberg, Reuters